**Your guide to organising a street party**

Street parties are events that groups of residents get together to arrange for their neighbours. If you want to hold a larger event, operate a pay bar, provide entertainment to the wider public or charge to raise money for your event please contact the Licensing Team 01243 534745 or email licensing@chichester.gov.uk as you will need a Temporary Event Notice and advice from the Chichester District Safety Advisory Group (SAG). In this instance please also contact the Democratic Services team on 01243 534655 or email democraticservices@chichester.gov.uk as you may be required to complete a full temporary road closure application.

For every event regardless of size there must be a competent named organiser/s identified at the outset. It is the event organiser/s duty to ensure that the event is safe for everyone involved either directly or indirectly. The temporary use has to be clear to passers-by so appropriate signage is required.

**FAQS**

**Q. Do we need insurance cover?**

**A.** The Council and the Highways Authority consider that public liability insurance cover of £5,000,000 for a small residential street party is advisable to safeguard the organiser in case of any claim.

**Q. Do I need to do a risk assessment?**

**A.** You do not require a risk assessment for a street party but you may wish to think about how you can minimise things going wrong and have a back-up plan, for example - what would you do if there was bad weather? Have you made sure an adult is in charge of the barbeque etc.?

**Q. We are serving alcoholic drinks - do we need an alcohol licence?**

**A.** Licences are only required if alcohol is sold. At a private party sharing drinks with your neighbours does not require a licence. If you did want to sell alcohol you will need to contact the Licensing team on 01243 534745 or email: licensing@chichester.gov.uk for a Temporary Events Notice form.

**Q. We are playing music - do we need an entertainment licence?**

**A.** If your street party is a private party for residents, the music is not advertised in advance to attract people and you are not making money then there is no need for a licence for your music whether it is live or recorded.

**Q. Do we need a permit to serve food?**

**A.** As a private party you do not need a licence under the Licensing Act 2003 to sell food (unless you wanted to only sell hot food and drink after 11pm). Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one another. This is also a good way to bring different groups of people together.

**Q. We are having a tombola/raffle - do we need permission?**

**A.** If the tombola/raffle tickets are sold on the day and the prizes are not worth more than £500 in total then it will be exempt from gambling regulations (however, if tickets are sold in advance of the event you will need a lottery registration but do speak to the Licensing department first on 01243 534745). Any proceeds from the tombola/raffle must go to a good cause such as charity or even covering the cost of your party. Alternatively, if you did want to raise some money for your local church or charity you can always ask people for donations.

**Q. Do we need to tidy up?**

**A.** Yes, it’s your street, your party, so keep your local area clean and tidy. Let people know in advance what time the party will finish and have a section set aside for bin bags and recycling. If your party is held at a time that your bins are emptied by the Council you will be asked to bring them to a central point at the end of the road so that the refuse lorry does not have to drive down the road when you are trying to arrange your party.

**Q. What do I need to do now?**

* Ask neighbours and agree a date
* Invite residents to a meeting and allocate jobs
* Complete the road closure application form and return to Democratic Services, Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY **at least 6 weeks before your event**
* Source road signage from tool hire companies

**Useful Contacts**

General temporary road closure advice:

Email: democraticservices@chichester.gov.uk

Tel: 01243 534655

Temporary Event Notices and advice on licensing for larger events:

Email: licensing@chichester.gov.uk

Tel: 01243 534745

Refuse Collection:

Email: wasteandrecycling@chichester.gov.uk

Tel: 01243 534619

West Sussex County Council Highways:

Email: street.works@westsussex.gov.uk

Tel: 01243 642105

Websites offering general street party advice:

[www.communities.gov.uk/publications/communities/streetpartyguide](http://www.communities.gov.uk/publications/communities/streetpartyguide)

[www.streetparty.org.uk](http://www.streetparty.org.uk)

[www.thebiglunch.com](http://www.thebiglunch.com)