

WEST BERKSHIRE DISTRICT COUNCIL**APPLICATION FOR A STREET PARTY**

This form should be completed in accordance with the Street Party Policy and returned to Traffic and Road Safety, West Berkshire Council, Council Offices, Faraday Road, Newbury, RG14 2AF as soon as possible but no later than **three weeks** before the proposed event.

Name, address and telephone number of main organiser	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Email:..... TEL:.....</p>
Name and length of road(s) to be closed	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Duration of Closure	<p>From: a.m./p.m on</p> <p>To: a.m./p.m. on</p>
<p>Please tick (<input checked="" type="checkbox"/>) the boxes below to confirm that you have understood and complied with the requirements for holding a Street Party</p>	
<p>I acknowledge that I have read the Council's definition of a "Street Party" and confirm that this event falls within that definition (see criteria and guidance notes). <input type="checkbox"/></p> <p>I have enclosed the completed 'Declaration of Indemnity Form'. <input type="checkbox"/></p> <p>I have enclosed a copy of the Risk Assessment. <input type="checkbox"/></p> <p>I have enclosed a copy of the notification sent to all frontagers (including details of any objections). <input type="checkbox"/></p>	

Declaration of Indemnity Form

We the undersigned are the joint organisers of a Street Party for
(Road name)..... and agree that we will be jointly
responsible for any claims arising from the event and for its safe, orderly and proper
conduct.

Name	Address	Signature
(Main organiser)		

Please continue on a separate sheet if required.

CRITERIA AND GUIDANCE NOTES

1. For the purpose of this application the Definition of a Street Party is:
 - The event is not publicised for the general public and therefore will not draw in people from the wider area.
 - The event applies to the residents of one or two streets only and not to larger areas. Therefore attendance will generally involve less than 150 people.
 - There is no amplified entertainment which may cause nuisance to the wider area.
 - There is no alcohol or food being sold.
 - The organisers / residents agree to and sign the declaration of indemnity on the application form.
2. The Council normally insist that organisers of events on the public highway have public liability insurance. As street parties are aimed at local residents of a street getting together to celebrate an event, the Council has decided that organisers of street parties will not require public liability insurance cover for their event. They will however need to carry out a risk assessment and sign the declaration of indemnity form. The Councils Traffic and Road Safety team can provide advice about risk assessments.
3. The event shall be organised in such a way that access for pedestrians and essential vehicles can be maintained.
4. The organisers / applicants will need to ensure that all frontagers on the road to be closed, both residential and commercial, have been individually notified and have no substantial objection.
5. Each road to be closed shall be clearly defined by means of a “**Road Closed**” sign as described below. Each sign will need to be maintained during the event and must be removed after the event.
6. Each sign shall read “**ROAD CLOSED**” in capital letters 150mm (6 inches) in height, white letters on a red background. The signs are to be supported in an upright manner, ballasted so they cannot be blown or knocked over and lit with an approved road works lamp should the event continue during the hours of darkness.
7. If a road closure for a street party requires diversion signs then a location plan showing the types of signs required will be produced by the Council. The organisers/applicants will be responsible for the erection and maintenance of the signs.
8. All physical obstructions (i.e. tables and chairs) erected in the highway shall be removed along with any debris resulting from the Street Party, during the road closure time specified on the application form. Failure to do so will render the applicants /organisers liable for charges to clean the highway.