

Guidance on Street Parties in Lambeth

There are many reasons to celebrate in your local community from national holidays to birthdays and anniversaries.

Lambeth Council is happy to support street parties but has to ensure they are safe and legal. When planning your event these simple steps need to be taken to make the event a success.

This guide will take you through the process step by step, and ensure that your event is organised in line with the correct legal processes.

Definitions:

Street Party – a street party is a residential get together on a single street. A street party is not advertised to the wider public and no commercial activities usually take place at a street party.

Festival/Carnival/Public Event – This is usually a more formal organised party that is open to the public. A festival typically centres on some unique aspect of a community i.e. arts, culture, geography, religion.

These guidelines are for those holding Street Parties **ONLY**. If you are an organisation that is looking to organise a festival or carnival open to the public, or an event that will have commercial stalls then please contact the Traffic Management Team direct at either TrafficManager@lambeth.gov.uk or telephone 020 7926 0206.

If you wish to hold an event in one of Lambeth's parks please contact events@lambeth.gov.uk or telephone 0207 926 6207.

Frequently Asked Questions

I want to organise a street party – what do I do?

- 1) The first thing to do is to consult with as many people as possible on your street. This will ensure that everybody is supportive of the event.. Holding a street party at the weekend is usually the best time to ensure that higher numbers can attend. Plus traffic is likely to be less busy than a week day. You might want to see some helpful hints that have been put together by Streets Alive, an organisation that promotes street parties. See www.streetparty.org.uk
- 2) You will then need to agree upon a date. Once you have a date set you need to inform the council at **least 2 months in advance**. This allows us to provide the road closure order free of charge as we can plan

ahead and combine as many Road Closures together in one Traffic Order as possible.

Why do I need to tell the Council?

If you want to close the road, you need to get permission from the Council. This is due to legal and consultation requirements that Lambeth have to follow. It is also necessary to ensure that there are no planned road works in the area at the time that you wish to hold your event. As there is a legal and consultative process to be undertaken, you need to submit your application at least 2 months prior to the event (or by the advertised deadline if applicable).

How much will it cost?

If you submit your application 2 months before the event (or by the advertised deadline if applicable) there will be no cost. While this may seem like a long period of notice, the Council incurs costs to arrange the suitable Traffic Management Orders designed to close the road in line with government legislation. Prior notice allows Lambeth to adequately plan for these requests and keep the costs down as much as possible.

The shortest notice that can be given is 6 weeks – but organisers of events will be required to cover the costs of the road closure themselves. This can range from £500- £1,500 depending on the nature of the road.

What will the Council do?

In line with government legislation the Council will arrange a Traffic Management Order which will officially close the road. This involves the Council consulting with bodies such as the Emergency Services, placing notifications in the street ('street notices'), putting an advert in the local press advertising the closure and checking that there are no conflicts with any road works.

Next steps:

Once you have set a date and consulted with the rest of your street please complete a residential street party application form and send to our Lambeth's Traffic Manager at:

Traffic Manager
3rd Floor
Blue Star House
234-244 Stockwell Road
London
SW9 9SP

[Residential Street Party Application Form](#)

Other things to consider:

Barriers/diversion signs:

In addition to applying for an official road closure, you will need to arrange for barriers and/or cones and diversion signs advising the public that the road is closed – you will need to liaise with Lambeth's Traffic Manager to ensure these are located in the right place.

Lambeth's contractor FM Conway can provide the signs and barriers from their depot in Beddington, by prior arrangement, by contacting the following:

Pat Murphy on 07917 518612 Pat.murphy@fmconway.co.uk
or Paul Murphy 07827871473 Paul.murphy@fmconway.co.uk

FM Conway Ltd.
Beddington Lane
opposite Bath House Road
Croydon
CR0 4TD

In order for this to go smoothly, there are a few Health and Safety conditions to adhere to:

- Barriers and signage will be collected from and returned to the contractor's depot strictly by appointment; there is to be no entry to the depot unless accompanied by a member of FMC staff.
- Shorts and soft footwear are not permissible in the depot and a High Visibility vest will be issued before entry.
- The collecting vehicle must be suitable for the size and weight of the barriers and signs.
- Only those items advised by Lambeth can be collected.

Alternatively, for £75.00 (with a cheque made payable to 'London Borough of Lambeth') the items can be delivered before the event and collected the next working day afterwards by FM Conway Ltd.

Both options require a deposit of £250.00 cash or cheque (bank cards not accepted) in advance made payable to FM Conway Ltd. This can be handed back or destroyed as you wish once the items are returned or collected. Any damage or loss to FMC apparatus will be charged at cost.

Alternatively you can provide your own signs and barriers but you will need to get permission from Lambeth's Traffic Manager to ensure that they comply with the relevant regulations.

Please note that all barriers/signage in the road should be cleared before dark. If not, all signs and barriers must be adequately lit.

Licensing Requirements:

If you are proposing to hold a party that may involve the sale of alcohol, live music or recorded music (such as a disco) you should contact Lambeth Council's Licensing Team to see if a licence is required. If alcohol isn't being sold and if any music will only form a small part of the whole event then it is unlikely a licence will be needed.

You do not need a Temporary Event Notice if your street party is a private party for residents, where the any 'performance' is 'incidental' to the day or 'background', including recorded music and you are not charging people. However, if you have a programme of live bands, if there is a stage for any performance you would need to apply for a licence costing about £21 at least 2 weeks in advance. Please contact the Licensing Team on 0207 926 6108, email licensing@lambeth.gov.uk or write to them at:

**Licensing
London Borough of Lambeth
2 Herne Hill Road
London SE24 0AU**

Good Practice Tips:

Notifying residents:

It is your responsibility to consult those living on your street as to when you are having a street party and what this will entail. You might want to refer to the helpful hints provided by streets alive - www.streetparty.org.uk – under 'top tips' for street parties.

Noise:

Whilst a street party is intended to bring together everyone on your street, some residents may not wish to take part. Therefore it is important to be aware of causing a nuisance as a result of too much noise. Ways of avoiding this are:

- Notify any neighbours of your event, what time it will finish and a name and telephone number for them to contact if they are disturbed by it.
- Carry out regular checks outside your event to ensure any noise is not causing a disturbance to nearby residents, if it is then it is advisable to reduce the volume.
- The level of noise acceptable in the middle of the afternoon might not be as acceptable at 11pm at night. Therefore make sure the music level is lowered later on in the evening especially where children or other local residents may be trying to get to sleep.

- Ensure that any 'partying' does not spill outside of the area of your event, and that anyone who might have attended from outside of your street considers neighbours when they are leaving.

Keeping it safe:

- Tables, chairs and stalls must be placed in such positions as to allow for speedy access by emergency vehicles. Hydrants and hydrant markers must remain clear and accessible and sufficient gaps must be left for the Fire Brigade access to individual properties.
- Buntings and streamers should not be attached to street lighting columns and decorations generally should not present a hazard to the public.
- No bonfires or fireworks are permitted in the street.
- The street must be cleared of all debris on completion of the event (Lambeth Council may make a charge for cleaning, if this is not carried out).
- We strongly recommend that party organisers take out Public Liability Insurance for at least £1,000,000 so that you are covered in the event of a claim being made against you by a member of the public or a third party (any reputable insurance company should be able to advise you on this). Such a claim could be made if there is an accident arising from the function or if any damage is caused to the road, street furniture, trees or private property as a result of the function.