

FAQS and checklist

Q. Do we need insurance cover?

A. We wouldn't ask for public liability insurance for a small residential street party. However, may decide that it is necessary for larger events. Once we have received your application, we will contact you if you require insurance cover.

Q. Do I need to do a risk assessment?

A. Like our insurance requirements we would not require a risk assessment for small street parties. However, we do advise that you 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? Can you use plastic plates and cups rather than glass? Have you made sure an adult is in charge of the barbeque etc.

Q. We're serving alcoholic drinks - do we need an alcohol licence?

A. No, 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 BCP Council for a Temporary Events Notice form. This form costs £21.

<https://www.bournemouth.gov.uk/Business/Licensing/TemporaryEventNotice.aspx>

<https://www.poole.gov.uk/business-and-consumers/licences-and-streettrading/licences/temporary-event-notice/>

<https://www.christchurch.gov.uk/business-consumers/licences/licences-and-permits/eventlicences/temporary-event-notice.aspx>

Q. We're playing music - do we need an entertainment licence?

A. No - if your street party is a private party for residents and the music is not advertised in advance to attract people, and you're not making money then there is no need for a licence for your music, whether it's live or recorded.

Q. Do we need a permit to serve food?

A. No - 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're 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). 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.

<https://www.bournemouth.gov.uk/Business/Licensing/small-society-lottery.aspx>

<https://www.poole.gov.uk/sports-and-leisure/organise-an-outdoor-event/planning->

yourevent/licensing/ <https://www.christchurch.gov.uk/business-consumers-licences/licences-andpermits/gambling-licences/lotteries.aspx>

Q. Do we need to clean up afterwards?

A. Yes, you will need to clean up after your street party. 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

Q What type of road can we have a road closure on

A. An application will only be approved for minor residential roads where the closure will have minimal impact on through traffic. Roads that are part of a bus route will not be considered suitable.

Q Do we require signs?

A The minimum requirements are for 'ROAD CLOSED' signs at each end of the closure. These can be hired or bought from reputable builder's merchants or traffic management companies. In addition, barriers or cones are preferable, however, local solutions such as wheelie bins could be used. Emergency access must be maintained at all time's, so barriers need to be moved quickly if required.