

## **Guidance Notes - Application for a Street Party Road-Closure**

**Before applying please take note of the following items:**

### **A: Road closure**

1. Generally the Council will have **no objection** to closing:
  - a. short cul-de-sacs, or
  - b. quiet residential roads where a simple alternative traffic route is available.
2. The Council will **object** where:
  - a. through traffic routes would be affected, like on main roads and bus routes; or
  - b. where the effect of street parties in adjacent roads would create traffic routing difficulties.
3. The Council will consult/inform Police and Emergency Services; refuse/recycling; parking enforcement and other affected public services which may be affected by road closures. Please note your contact details will be passed to them so that they can get in touch in the event of any enquiries.
4. The Council will provide general public liability insurance cover (please see attached copy of the insurance details and the exclusions which apply). The Council will not be responsible for any incident that might occur from a result of any of the exclusions listed.
5.
  - a. The closure must be made using easily removable barriers and/or traffic cones. The closure barriers must be attended at all times by a responsible adult.
  - b. A 'ROAD CLOSED' sign is required at the barrier where the road is closed (the name of the road may be substituted for 'ROAD')
  - c. 'ROAD AHEAD CLOSED' signs might also be needed at other places if required by the Council.



- d. **Where can removable barriers, traffic cones and signs, be obtained?**
  - The Council is able to provide a limited quantity of these items on a first come first serve basis from Network Operations, Low Hall, Argall Avenue E10 7ES
  - They can be homemade - for example, painted onto a board or canvas - provided they are of the specified sizes and colours. For more information please see [streetparty.org.uk](http://streetparty.org.uk)
6. Parking of vehicles in the immediate vicinity of the barriers must not be permitted, to ensure adequate space is left for emergency vehicles to turn into the road. Arrangements must be made to ensure there is no overspill of parking into adjacent streets.
7. A 4 metre (13 feet) road width must be maintained throughout the length of any street involved in the temporary closure, for emergency access. Anything placed on the road or pavement must be easily removable so that the emergency services will have full access should the need arise.
8. If you intend to erect any stalls, tables etc, please take care to ensure the entrances to all properties are not obstructed. Make sure you leave adequate gaps.

9. Water Hydrants and their indicating posts must not be obstructed. Indicating posts have a sign with a black letter 'H' on a yellow background, the hydrant cover will be in the road or pavement nearby.
10. Any overhead decorations must not be attached to lamp columns or other street furniture and must not be lower than 5 metres (15 feet) above the carriageway.
11. Street parties must not continue after 11pm.
12. While enjoying your street party, remember to think of the environment. All your extra waste can be sorted and any food waste can be placed in your organic waste bin (brown bin) for collection and composting.

Remember that a huge amount of waste can be recycled. You must recycle all paper, cardboard, glass bottles and jars, food and drink cans, plastic bottles, plastic food packaging including fruit punnets, yogurt pots, ice cream tubs, margarine tubs, plastic cups, straws and Tetra Pak style juice cartons. These items must be placed in your recycling container. Residents must not place these materials in the residual waste bin. If you have more recycling than you can fit in your recycling container please ask to share a neighbour's or place excess in carrier bags beside your container.

## **B: Consultation**

Road closures will affect the movement and accessibility of all residents and businesses for the duration of the event and your application will have to be carefully considered by the Council before any approvals can be given. All affected properties must be consulted by the organiser. **Consultation materials must include the organiser's name, address, phone number and, if possible, email address.** Confirmation must be supplied that a majority of responses were in support of the street party proposal. Details of any objections must also be supplied by the organiser to the Council before approval can be given. If there are objections this does not mean that the event cannot go ahead, but the objections will be fully considered by the Council in making its decision.

## **C: Food safety tips**

A popular way to celebrate is to have a buffet-style event where people bring different foods to lay on a table. However, this type of food service where foods are left out for long periods leave the door open for uninvited guests — bacteria that cause food borne illness. Here are some tips from the Food and Safety Team to help you have a safe holiday party.

### **Safe food handling**

Always wash your hands before and after handling food. Keep your kitchen, dishes and utensils clean. Always serve food on clean plates — not those previously holding raw meat and poultry.

### **Cook thoroughly**

If you are cooking foods ahead of time for your party, be sure to cook foods thoroughly to safe internal temperatures.

### **Use shallow containers**

Divide cooked foods into shallow containers to store in the refrigerator or freezer until serving. This encourages rapid, even cooling. Arrange and serve food on several small platters rather than on one large platter. Replace empty platters rather than adding fresh food to a dish that already had food in it. Many people's hands may have been taking food from the dish, which has also been sitting out at room temperature.

### **The two hour rule**

Foods should not sit at room temperature for more than two hours.

### **Keep Hot Foods HOT and Cold Foods COLD**

After cooking hot foods should be held at 63°C or hotter. If cooling food do so quickly (within 90 minutes) and then keep cold. Cold foods should be held at 8°C or colder. Keep foods cold by nesting dishes in bowls of ice. Otherwise, use small serving trays and replace them. If reheating food make sure it is piping hot (at least 75 °C).

- For general Food Safety advice please contact the Food and Safety Team 020 8496 2239.

**D: Licensing requirements** (Licensing Act 2003)

If you are planning a small private street party where only neighbours will be involved, where no sales of alcohol will be made and only background music will be played a licence or a temporary event notice will not generally be required.

However, if the party is to include the sale of alcohol, be open to general public or if a charge is being made to raise money for your event then you will need a Temporary Event Notice (TEN) which is a type of temporary licence and costs £21. Similarly, larger public events attracting more than 499 people will require a full Premises Licence.

If you need a TEN or would like to hold a larger public event, please contact the Licensing Service directly for advice at:

Licensing Service, Sycamore House, Forest Road, Walthamstow, E17 4SU.

Email: [licensing@walthamforest.gov.uk](mailto:licensing@walthamforest.gov.uk)

Telephone: 020 8496 3000

**E: Risk assessments**

If your event is for 500 people or less we won't normally ask for a risk assessment. However you should ensure that you look at all the risks involved and document these. This will help you to identify any particular areas where problems may occur and that you have addressed them. Documenting this process and demonstrating that you've prepared to mitigate risks offers you protection if something happens at your event. Please refer to the 'Guide to Street Party and Planning' for further guidance.

You can get further advice from the Health and Safety directorate at [www.hse.gov.uk](http://www.hse.gov.uk)

**F: Enquiries**

**If you have any questions regarding road closures, please contact:**

Waltham Forest Council  
Highways & Traffic Management,  
Low Hall, Argall Avenue  
London, E10 7ES

Tel: 020 8496 3000

Email: [Street.Parties@walthamforest.gov.uk](mailto:Street.Parties@walthamforest.gov.uk)

**Please return your application at least three weeks before the date of your event.**