

Road Closure Order Terms and Conditions

Definitions

The Council: Surrey Heath Borough Council

The Street Party Organiser: the person or organisation responsible for the street party

Application: the application for a Street Party Road Closure Order

Street Party Period: the duration of the road closure order

General

1.1 The Street Party Organiser shall not be entitled to assign (in part or in whole) the benefit of their Application to any third party.

1.2 A reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended or replaced by any subsequent statute, enactment, order, regulation or instrument or as contained in any subsequent re-enactment.

1.3 Cancellation by the Street Party Organiser of a road closure must be in writing and the effective date will be the receipt of such information by the Council.

1.4 The Street Party Organiser agrees and consents to the Council providing and disclosing confidential information where such disclosure is necessary in order for the Council to discharge its obligations under the Freedom of Information Act (FOIA) 2000.

1.5 The Street Party Organiser acknowledges that the decision as to whether or not any exemption applies to a request for disclosure made under FOIA is a decision solely for the Council.

1.6 Where the Council is managing a request for disclosure of information pursuant to FOIA, the Street Party Organiser will liaise with the Council and will respond to any request by the Council for assistance within 5 working days.

1.7 The Council may remove and store any property that is left by the Street

Party Organiser in or upon the Highway after event. The Street Party Organiser shall repay to the Council on demand the costs of such removal and storage. The Council is entitled to remove and sell in such a manner as it thinks fit any property left unclaimed for 14 days. The proceeds of sale shall be the Council's.

Health & Safety (and Public Safety)

1.8 The Street Party Organiser is responsible for putting in place all Health and Safety arrangements to safeguard all persons attending the street party, including first aid facilities. A short guidance note on public safety is attached.

Nuisance

1.9 The Street Party Organiser will give due regard to the Council's advice on Street Parties and Noise, which is attached.

Liabilities & Indemnities

1.10 The Street Party Organiser must indemnify the Council against all claims, demands, actions or proceedings in respect of any damage, loss, theft or removal of property belonging to any person or any claim for any person in respect of the death or personal injury sustained excepting only such claims, demands, actions or proceedings being due directly to the actions or defaults of the Council, its agents or staff.

1.11 The Street Party Organiser must have in place public liability insurance with a limit of liability of at least £5 million. The public liability insurance should cover the activities to be carried out during the Street Party.

Event Licensing & permits

1.12 The Street Party Organiser has responsibility for complying with the provisions of the Licensing Act 2003, which may require certain activities in connection with the street party to be the subject of authorisation under the Act. These include, but are not limited to, the sale or supply of alcohol, regulated entertainment (including plays, films, indoor sports, music and dancing) and late night refreshment.

1.13 The Street Party Organiser is recommended to seek his own

independent legal advice in relation to his liabilities under the Licensing legislation.

1.14 The Street Party Organiser will be responsible at their own expense for ensuring that permission for the use of copyright material has been obtained from the [PRS](#) or, [PPL](#), if required. This relates to playing copyright music outside of the home. More details are available from the [Performing Rights Society](#) and [Phonographic Performance Limited](#) websites.

Road Closures

1.15 The right of the individual to pass and repass in order to obtain access must be maintained at all times throughout the Street Party Period

1.16 Access for emergency vehicles must be maintained at all times during the Street Party Period.

1.17 The Street Party Organiser will be responsible at their own expense for ensuring compliance with all road closures requirements.

1.18 The Street Party Organiser will provide, erect, maintain and remove all safety measures, including all signs, lighting etc which may be required by the Council or the Police to protect the public and property at the site of the event and on the diversionary route for the duration of the Street Party Period and to pay any costs incurred by the failure to do so.

Signed.....

Name Printed.....

Date.....

GUIDANCE ON PUBLIC SAFETY AND AVOIDING NUISANCE AT SMALL EVENTS

Planning for the event

Some of the most common hazards are detailed on the following pages together with guidance on how you can ensure that they are controlled safely. When looking at these hazards, it is important to remember that the working environment at outdoor events is very different to any other, and any dangers will be exaggerated by a number of factors such as noise, crowds, young children, adverse weather, limited space, lack of usual facilities, etc.

If you are an organiser, depending on the size of the event, you may also need to think about a number of other things related to the wider picture. These may include –

- Whether the site is suitable for the event (consider physical nature of the ground, number of people likely to attend, parking facilities, location of water and electrical supplies, etc)?
- Whether you have enlisted the support of a sufficient number of suitable people to help on the day (e.g. stewards, first aiders, etc) and have you thought about how you will all communicate with one another if needs be?
- If necessary, have you identified a control point where people can report a problem or seek help?
- Special arrangements in place for lost children/ lost property/ drinking water provision/ toilet facilities/ etc.?
- Have you obtained all the relevant permissions (land owner, street closures, etc)?

Common Hazards and How to Deal with Them

Barbecues

The biggest risk with barbecues is that people may be pushed against them in crowded conditions. Barbecues should therefore be placed so that they are separated from the crowds by a table or other barrier.

Remember to keep barbecues away from flammable or explosive articles such as canvas awnings and gas cylinders.

Electrical safety

- All electrical equipment must be safe and in good working order.
- All electrical work must be done by a competent electrician.
- Flexes must not run across the road or pavement where they can be tripped over or become damaged. If this is unavoidable however, you must make sure the cables are suitably protected using purpose made rubber strips.
- Electrical equipment used outside must be protected by a an appropriate circuit breaker and be suitable for outdoor use.
- If your supply is from a generator check that it has an integral circuit breaker, it is earthed and that it is sited in a well-ventilated and dry area.
- If you have to refuel your generator, make sure it is switched off and cool before doing so.
- Make sure all electrical equipment is not used near to any sources of water.
- Furthermore, make sure you are familiar with all the equipment being used, and that you know how to isolate it from the electrical supply if needed in an emergency situation.

Gas cylinders and equipment

- All equipment must be in good working order and all connections must be correctly secured.
- Use only flexible hoses that are not cracked.

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- Test for leaks if necessary using soapy water and look for bubbles.
- Store spare cylinders upright and in such a way that they won't get knocked over. Also ensure that they are kept away from heat and flames, and from bags of rubbish etc.
- Make sure gas rings and burners are sited away from flammable materials such as awnings.

Fire

- Every stall should have a multi-purpose fire extinguisher
- If there is a fire make sure the Fire Brigade is called immediately and get people away from the area.
- If gas cylinders are involved do not throw water over them but tell the Fire Brigade the number and location of the cylinders.

Bouncy Castle

- Hire from a reputable company and make sure it is inflated, anchored and used according to their advice. Make sure that test and insurance certificates are current.
- Make sure that a responsible person is in charge at all times and that they have enough helpers.
- Fence off the pump, generator etc to prevent tampering.
- Users must remove shoes, glasses and any hard or sharp objects that they are carrying or wearing.
- Don't allow it to become overcrowded, stop any horseplay and separate older, more boisterous children from younger ones.
- Adults should only be allowed on to assist small children. Under no circumstances allow adults on if they appear to have been drinking alcohol.
- Don't allow anyone to bounce on the front apron/step, or to climb or hang on outside walls.

General

- Make sure there is an easily accessible first aid kit and helpers know where to find it.
- It is also advisable to familiarise yourself with who has access to a phone so that the emergency services can be called as quickly as possible if needed.
- Make sure there are no sharp projections on which somebody, including small children, may hurt themselves.
- Ensure that all trip hazards (such as cables, ropes, etc) have been removed as far as possible.
- Only consider having a firework display if you have adequate space e.g. a playing field. It is best to use a professional fireworks company but if you plan to run it yourself then you must follow guidance from the Health and Safety Executive.
- Make sure competent people are responsible for various activities. This applies particularly to tasks such as making sure any electrical equipment is safe, looking after the bouncy castle and running the barbecue.
- Make sure everyone who may be affected by the event knows what is planned and is happy with it, e.g. date and duration of the event, any road closures, increased noise etc.
- Finally, make sure that you are aware of any emergency procedures that the event

Street Parties and noise

Hopefully everyone in your area will be attending your event so there will be no one to disturb. However due to various reasons not everyone may want to party or hear other people partying throughout the night.

If there are residential properties nearby here are a few handy hints to try to ensure that everyone has a night to remember.

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- Notify any near neighbours of your event, the 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 that noise is not causing any disturbance to nearby residents, if it is then turn down the volume.
- The level of noise acceptable in the middle of the afternoon might not be as acceptable at 11 o'clock at night. Therefore make sure the music level is lowered later in the evening when children or other local residents might be trying to get to sleep.
- Ensure that partying does not carry on outside the area of your event and that partygoers consider neighbouring residents when they leave.
- If you are having fireworks then let them off earlier in the evening and not at midnight so that everyone can enjoy them.