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| **Event Organiser Contact Details**  |
| **Name *(Required)*** |  |
| **Address *(Required)*** |  |
| **Email *(Required)*** |  |
| **Phone *(Required)*** |  |
| **Street Party Details** |
| **Which streets are you planning to close for your street party? *(Required)*** |  |
| **Date of your street party (*Required)*** |  |
| **Timings of your street party *(Required)*** | Start: ……………….End: ……………….. |
| **How many people are you expecting? *(Required)*** |  |
| **Will the event impact on traffic/parking? *(Required)*** | [ ]  Yes[ ]  No |
| **Will the event require road closures or 'no waiting' restrictions? *(Required)*** | [ ]  Yes *Please include a traffic management plan/map indicating the proposed closures and alternative routes. You could use a Google Maps screenshot to do this.* [ ]  No |
| **Would you like to request to borrow Road Closed and diversion signage from Tameside Council?** Tameside Council operates a small stock of Road Closed and Diversion signage which can be loaned to street party organisers. Signage will be loaned on a first come first served basis so cannot be guaranteed. You will require a road closed sign at every vehicle access point for the area you are wanting to close and diversion signs at appropriate places along the diversion route. | [ ]  Yes [ ]  NoIf yes, how many will you require?  |
| **It is a requirement that street party organisers notify all properties affected by the street party. *(Required)*** | [ ]  I can confirm I have notified all properties affected by the street party including:* the details of the street party e.g. start/ end time
* your contact details
* how residents can object to the council– you can use the below text

*“You can object to the street party by contacting**Tameside Council’s licensing department by**email: licensing@tameside.gov.uk or post to**Licensing Office, Tame Street Depot, Tame**Street, Stalybridge, SK15 1ST.”*There is a street party notification template [here](https://www.tameside.gov.uk/TamesideMBC/media/ArtsAndEvents/3-Street-Party-Notification-Letter-2023.pdf). A copy of the letter must be attached to this application. The letters were sent on Insert date here ………………… |
| **Will the street party provide entertainment? *(Required)*** | [ ]  Yes[ ]  No If yes, please provide further details below: |
| **Do you intend to carry out any of the following activities? *(Required)****Please note if you intend to carry out any licensable activities the event will no longer be considered a street party therefore will additional information and insurance and fees will be required. Please visit:* [*www.tameside.gov.uk/licensing/outdoorevents*](http://www.tameside.gov.uk/licensing/outdoorevents) *for more information** Sale of alcohol
* Regulated Entertainment

For information about what is considered regulated entertainment please visit: [www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act](http://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act)* Late night Refreshment
* Are you inviting sellers to attend the event?
* Sale of food or drink
* Fairground rides or bouncy castles

Tameside Council will not authorise the use ofbouncy castles on Council land for street parties.If you are planning on hiring a bouncy castle for your event to be located on private land, we suggest you refer to the Health and Safety Executive’s guidance on bouncy castles which you can find [here](https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm).  | □ Yes (Please provide details) □ No□ Yes (Please Provide details) □ No □ Yes (Please provide details) □ No □ Yes (Please provide details) □ No□ Yes (Please provide details) □ No□ Yes (Please provide details) □ No |
| **Is this a regular street party? *(Required)*** | [ ]  Yes[ ]  No  |
| **If it is a regular street party, how often is it held?** |  |
| **If it is a regular street party how many people attended last time?**  |  |
| **Please provide an outline of what the event will entail *(Required)*** |
| **Local media are interested in recording historic moments such as the coronation in Tameside. Would you be happy for the details of your street party to be shared with local media which may send a photographer to your event?** | [ ]  Yes[ ]  No  |
| **Tameside council supports all outdoors events to be held as smokefree to de-normalise and protect children and young people from smoking behaviour. Would you like to make your event smokefree?****For more information click** [**here**](Make%20it%20a%20Smokefree%20Event%20%20-%20www.tameside.gov.uk/adultservices/SmokefreeEvents)**.**  | [ ]  Yes[ ]  No  |
| **Have you read and do you agree to abide by Tameside Council’s Street Party Terms and Conditions as set out on the next page? *(Required)*** | [ ]  Yes [ ]  No ­­­­­­­Name:Signed: |
| Once this form has been completed please email it to: licensing@tameside.gov.uk along with a copy of the letter you sent to affected residents or post it along with a copy of the letter you sent to affected residents to: **Licensing Office****Tame Street Depot****Tame Street****Stalybridge****SK15 1ST** |

TAMESIDE METROPOLITAN BOROUGH COUNCIL

Engineering Service : Development & Technical Group

CLOSURE OF STREET FOR STREET PARTY

Outlined below are a number of conditions and guidelines attaching to this consent which must be observed where they are applicable by the organisers of the party. Attention is also drawn to the declaration.

1. The overall party organiser must provide his/her name, address and telephone number and will have responsibility for all matters, including noise, food safety and health and safety.
2. The extent of the proposed area to be closed must be agreed with this department. Permission would not normally be granted on main roads/bus routes. Cul-de-sacs will be favoured.
3. The area can only be closed for the hours agreed.
4. All residents affected by the road closure must be made aware. A letter must be sent to all residents and a copy of this must be provided at time of application to close the road.
5. The party must not be held for profit.
6. No inflatables including bouncy castles will be authorised to be on Council Land.
7. Public Liability Insurance is strongly recommended for your personal protection when holding any event however it is not a legal requirement, therefore evidence of such insurance does not need to be provided in the vast majority of cases. If you are unsure, it is recommended to seek the advice of an insurance broker.
8. The street must be effectively closed to vehicles at each end of the party area by the erection of conspicuous barriers although access for emergency vehicles must be maintained. No property must be more that 100 metres from the end of the closure to enable rescue procedures to be carried out if necessary.
9. At each barrier, a ‘Road Closed’ sign must be placed securely. The sign must accord with The Traffic Signs Regulations and General Directions 1994 and must be reflectorised.
10. Where required as part of the consent the following signs shall also be provided. Signs reading ‘Diverted Traffic’ with an arrow pointing in the appropriate direction must be clearly displayed and securely fixed along the alternative route (this will not apply, of course, where the party is being held in a cul-de-sac). At each barrier a ‘Diversion’ sign with an arrow pointing in the direction of the alternative route must be placed securely. All these signs must accord with The Traffic Signs Regulations and General Directions 1994 and must be reflectorised.
11. When barriers and signs are erected, it is advisable to assess the effectiveness by someone other than the person who erected the signs actually driving up to the barriers and along the diversionary route in a test run, to see that they are clearly visible and will not lead to misunderstanding.
12. If there is another street party close by, the organisers must liaise with each other to ensure that the two sets of diversion signs are not confusing or contradictory.
13. If buntings, streamers or any overhead obstruction is erected, care must be taken to site them high enough to allow free passage of vehicles. If such obstructions are to be in a position outside the time when the length of street is closed, they must be fixed at a height of not less than 16’ 6”.
14. All barriers, signs, obstructions etc., must be removed on completion of the party and the street left in a clean and safe condition. All litter and refuse must also be removed and any waste to be sorted into resident’s regular recycling bins and general waste bin or taken to their local recycling centre.
15. Damage must not be occasioned to Council property e.g. lamp standards, road surfaces, footways, drainage etc.
16. Metal stakes or similar must not be driven into the road or footway surfaces, or into the grass verges or grassed service strips in certain areas (i.e. access ways). (The organiser’s attention is drawn not only to the damage which would be caused to those surfaces, but also to the hidden dangers which lie beneath in the form of electricity cables, gas mains, water mains etc).
17. Any heating appliances used must not damage the road or footway surface or grass verges. (The organiser’s attention is drawn to the possible dangers from fire, which could be caused by certain heating appliances).
18. Bonfires will not be allowed in the street under any circumstances.
19. Amplified music must cease not later than 11:00pm and all other noise including that of people not later than 2.00am.
20. Amplified music must be controlled to such a level as to minimise nuisance to other neighbours.
21. In the event of being required to do so by an Officer of the Council or Officer of the emergency services, i.e. police, ambulance or fire, the organisers must immediately arrange to clear any part or the whole of the street of an obstruction.
22. The provisions of all Acts and Orders e.g. those relating to behaviour, nuisance, damage, etc., must be observed during the period of street closures.
23. The organisers attention is drawn to the possible consequences of persons under 18 consuming alcohol in a street under the terms of the Confiscation of Alcohol (Young Persons) Act 1997. However, Tameside have also recently implemented a ‘Consumption of Intoxicating Liquor in Designated Places’ Byelaw. The Police also have their own powers to close the party should it prove to be necessary.
24. Any equipment provided by the Council must be returned to the Council by the agreed date in the same condition as it was loaned.
25. After submitting the street party notification, the Police will be informed of your street party, as will the ambulance and fire services.
26. Subject to clause 1 the Council shall accept no liability for any loss, damage or injury howsoever and by whomsoever caused during the event hours unless from the Council’s negligence. The event organiser should notify the Council of any health and safety issues due to the Council’s property at time of application.