

Process for holding a Platinum Jubilee street party

The Queen's Platinum Jubilee weekend is Thursday 2 June 2022 to Sunday 6 June 2022.

If you want to hold a street party on one of these dates, you must apply by 7 April 2022.

Assess your street party against the criteria below to determine the permissions required.

Traditional street party

If your street party:

- will consist of chairs and tables in the road
- have less than 500 people attending
- not involve the sale of alcohol
- have no live music or entertainment

You must:

- apply for a Street Part Road Closure Order at <https://www.bristol.gov.uk/streets-travel/guide-to-closing-a-road-for-a-street-party-or-event>
 - You should have a road closed sign at both ends of each closed section, and each section should be supervised and maintained at all times. Advice can be found here: <https://www.bristol.gov.uk/streets-travel/temporary-closure-directional-signing-and-banners>
 - You might be able to get signs and cones free from your local community centre or other local organisations including:
 - <https://www.streetparty.org.uk/>
 - <https://playingout.net/play-streets/helpful-kit/>
 - Please note that you cannot tell residents not to park in the road during the closure as it does not suspend parking
 - The closure is only authorised subject to you agreeing to pay the council for any damage to the highway or street furniture and any claims made against it as a result of your negligence. Therefore it is strongly recommended that you take out **Public Liability Insurance**.
- upload a plan of the street you want to close, this can be a screenshot or a sketch map

- state what signs and barriers you will have in place to ensure the closure is safe
- attach a copy of your letter to residents informing of the closure (there is a template on the website)
- agree to clean the street afterwards

Large street party

If your street party:

- has less than 500 people
- will involve the sale of alcohol or have live music or performances

You must:

- apply for Street Party Road Closure <https://www.bristol.gov.uk/streets-travel/guide-to-closing-a-road-for-a-street-party-or-event>
 - You should have a road closed sign at both ends of each closed section, and each section should be supervised and maintained at all times. Advice can be found here: <https://www.bristol.gov.uk/streets-travel/temporary-closure-directional-signing-and-banners>
 - You might be able to get signs and cones free from your local community centre or other local organisations including:
 - <https://www.streetparty.org.uk/>
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 - Please note that you cannot tell residents not to park in the road during the closure as it does not suspend parking
 - The closure is only authorised subject to you agreeing to pay the council for any damage to the highway or street furniture and any claims made against it as a result of your negligence. Therefore it is strongly recommended that you take out **Public Liability Insurance**.
- apply for a Temporary Event Notice (TEN) which costs £21 <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/bristol/apply-1>
- upload a plan of the street you want to close, this can be a screenshot or a sketch map
- state what signs and barriers you will have in place to ensure the closure is safe
- attach a copy of your letter to residents informing of the closure (there is a template on the website)
- agree to clean the street afterwards

If you do not meet the criteria detailed above contact site.permissions@bristol.gov.uk for additional support and information about your event.

You must apply by 7 April 2022 for street parties on 2 June 2022.

Additional information about how to get involved in the Jubilee can be found here
<https://platinumjubilee.gov.uk/get-involved-with-the-platinum-jubilee/>

