



# ORGANISER GUIDANCE: PLATINUM JUBILEE RESIDENTIAL STREET PARTIES

Isle of Wight Council in partnership with Ringway Island Roads Ltd

March 2022

## GUIDANCE FOR ORGANISERS:

This year, the Queen will celebrate her Platinum Jubilee after 70 years of service. Having a **private residential street party** is easier than you may think and is a great way to meet your neighbours, build community spirit and to celebrate this fabulous event.

A **private residential street party** should be organised by residents and for the benefit of only residents and advertised without publicity to the wider public. This pack will provide you with information and guidance to enable you to arrange a **private residential street party**.

Island Roads working on behalf of the Isle of Wight Council (IWC) will support most road closure applications for a **private residential street party** however traffic management requirements will be determined on a case-by-case basis. Island Roads and IWC will waive administrative fees (excluding possible traffic management fees) for private street parties on residential roads to celebrate this event if the following apply:

- Road closure applications for **private residential street parties** are received by **Island Roads** by the **7<sup>th</sup> April 2022**.
- You apply to close a residential road where only residential traffic will be affected.
- The road closure is for up to 8 hours within one day between the 2<sup>nd</sup> to 5<sup>th</sup> June 2022.
- The party must not be publicised or advertised to the wider public. It must be organised for residents and neighbours only.
- Has no more than 499 people attending.
- The party does not involve any commercial activity within the road closure area. This means no selling of alcohol / food or charge for entry to the party.
- No entertainment like live music or performances (amateur performances and background music are permitted without licences).

If you are arranging a larger scale **private residential street party** where strategic routes / bus routes on our road network need to be closed, please contact the Island Roads Streetworks team for further advice. Their e-mail address is [info@islandroads.com](mailto:info@islandroads.com).

If the above bullet points do not apply to your proposed plans, it may be considered as an event rather than a **private residential street party** and therefore fees and further licences may be applicable.

We may not be able to support all road closure applications.

Organisers of **private residential street parties** must:

- Ensure most residents have agreed to the street party. Speak to residents who will be affected by the road closure to make sure they have no objections. Where practical, you should seek to resolve issues that create objections.
- Ensure all rubbish is cleared up during and after the party. Encourage all those that will be attending to put their rubbish into suitable refuse bags/sacks and take home to organise into appropriate wheelie bins.
- Liaise with accredited Traffic Management Companies and procure services to provide a plan and associated Traffic Management equipment to facilitate the physical road closure for the purpose of Private Residential Street Parties. The Traffic Management provider will be required to install any road closure equipment (signs, cones and barriers) on the organiser's behalf.
- Ensure party decorations (bunting and banners etc.) are installed at an adequate height to prevent obstruction and injury. This would be a minimum of 2.4m above the footway and 4.5m above the carriageway surface.
- Not disrupt residents with excessively loud music or other noise.
- Not cause damage to the road surface and street furniture.
- Ensure access is maintained for emergency service vehicles.
- Ensure you liaise with users of disabled parking spaces for accessibility / mobility requirements as vehicles are not permitted to manoeuvre within the confines of the road during the road closure.

Note:

- Residents should consider relocating their vehicle(s) to alternative locations (public car parks, adjacent public highways etc.) outside of the road closure boundaries prior to party commencement.
- Vehicles are not permitted to move within road closure boundaries during the period of road closure.

The application form along with the terms and conditions can be found on the following six pages.

**APPLICATION TO REQUEST A TEMPORARY TRAFFIC ORDER FOR THE BENEFIT OF PLATINUM JUBILEE CELEBRATIONS BETWEEN 2<sup>ND</sup> AND 5<sup>TH</sup> JUNE 2022 ONLY.**

Please complete this form and return it to [info@islandroads.com](mailto:info@islandroads.com) or post to:

Island Roads  
St Christopher House  
42 Daish Way  
NEWPORT  
PO30 5XJ

<b>SECTION 1: ORGANISER DETAILS:</b>			
APPOINTED PERSON / APPLICANT NAME:		ASSOCIATION OR RESIDENTIAL COMMITTEE (If applicable):	
APPOINTED PERSON CONTACT ADDRESS:			
POSTCODE:		TELEPHONE:	
EMAIL:		MOBILE:	
<b>SECTION 2: PRIVATE RESIDENTIAL STREET PARTY CONTACTS (2 CONTACTS):</b>			
NAME:		TELEPHONE:	
NAME:		TELEPHONE:	
<b>SECTION 3: INSURANCE DETAILS:</b>			
<p>Public Liability Insurance covers against accidental injuries to third parties (or people) and damage to property. Street Party organisers should carry out a risk assessment to identify the risks and potential for damage to land deemed as public highway and associated street furniture. Costs of public liability insurance varies depending on the activity covered, number of people attending and other factors.</p> <p>Please confirm if you have taken out a Public Liability Insurance Policy:</p>			
Insurer:	Policy Number:	Indemnity Cover (£):	

<b>SECTION 4: ROAD CLOSURE DETAILS:</b>				
ROAD NAME TO BE CLOSED:				
TIMES OF ROAD CLOSURE (MAXIMUM 8 HOURS):		ESTIMATED NUMBER OF RESIDENTS ATTENDING:		
<b>Select one of the following days:</b>	<input type="checkbox"/> Thursday 2 <sup>nd</sup> June 2022	<input type="checkbox"/> Friday 3 <sup>rd</sup> June 2022	<input type="checkbox"/> Saturday 4 <sup>th</sup> June 2022	<input type="checkbox"/> Sunday 5 <sup>th</sup> June 2022
<b>*Please see Frequently Asked Questions should the selected date require changing.</b>				
<b>SECTION 5: APPOINTED TRAFFIC MANAGEMENT COMPANY:</b> PLEASE TICK AS APPROPRIATE. IF OTHER, PLEASE PROVIDE FURTHER INFORMATION.				
<a href="#">CROWN PARK</a>	<input type="checkbox"/>	<b>YOU WILL BE REQUIRED TO SUBMIT A COPY OF THE TRAFFIC MANAGEMENT PLAN WITH THIS APPLICATION FORM</b>		
<a href="#">HSS</a>	<input type="checkbox"/>			
<a href="#">QTM</a>	<input type="checkbox"/>			
OTHER	<input type="checkbox"/>	DETAILS:		
<b>SECTION 6: DOCUMENTS / CONFIRMATION REQUIREMENTS:</b>				
I / We confirm the road closure is to facilitate a <b>private residential street party</b> with NO SALE of alcohol, food, or anything other is permitted.				<input type="checkbox"/>
I / We confirm we will / have consult(ed) with residents / neighbours and evidence this by attaching a copy of the consultation letter with this application.				<input type="checkbox"/>
I / We attach or enclose (with this application) a Traffic Management Plan from an accredited Traffic Management Company.				<input type="checkbox"/>

I / We confirm that emergency vehicle access will be maintained throughout the duration of the street party road closure.	<input type="checkbox"/>
I / We understand that Island Roads and IWC accept no liability due to damage or incidences relating to installed decorations.	<input type="checkbox"/>
I / We confirm that we are required to obtain Public Liability Insurance and that the IWC and Island Roads do not accept any liability whatsoever for damage to property or personal injury.	<input type="checkbox"/>
I / We shall ensure all rubbish and debris is cleared and disposed of prior to the road re-opening to the public.	<input type="checkbox"/>

**Note:** You must submit your completed application form and associated documents by the **7<sup>th</sup> April 2022**. Applications received after this date may not be processed.

**DECLARATION:**

I hereby agree to the associated **TERMS AND CONDITIONS (APPENDIX 1)** and have submitted the relevant documents as required and thereafter apply a road closure for a **private residential street party** under the Town Police Clauses Act 1847, Section XXI.

<b>NAME:</b>			
<b>SIGNED:</b>		<b>DATE:</b>	

**APPENDIX 1:  
TERMS AND CONDITIONS FOR GOVERNING THE CLOSURE OF STREETS FOR  
PRIVATE RESIDENTIAL STREET PARTIES**

By submitting a Private Residential Street Party Road Closure Application Form you are entering into a legally binding agreement with the Isle of Wight Council (referred to as 'the Agreement') and you will be bound by the following terms and conditions:

1. References in these terms and conditions to '**you**' are references to the person or persons who has or have signed the acceptance of terms and conditions section on the Residential Street Party Road Closure Application Form and includes any organisation on behalf of whom they have signed. References to '**the Private Residential Street Party**' are references to the details described in the Residential Street Party Road Closure Application. References to '**the Street**' are references to the street or streets set out in section 3 of the Private Residential Street Party Road Closure Application Form.
2. The Private Residential Street Party shall not take place unless and until Isle of Wight Council (referred to in these terms and conditions as "the Council" or their PFI service provider Island Roads) has made the road closure order (in respect of the Town Police Clauses Act 1847, Section XXI) required to hold the party (referred to in these terms and conditions as "the Order") and any decision to make the Order shall be at the Council's absolute discretion and shall be subject to these terms and conditions.
3. You acknowledge that if you hold the Private Residential Street Party without the Order in place you may as a result be in breach of legislation governing the use of highways and risk financial penalties.
4. You warrant that all information provided to the Council in the Private Residential Street Party Road Closure Application Form and or otherwise in connection with the Private Residential Street Party is accurate to the best of your knowledge.
5. You warrant that you have informed and consulted (in writing) to the occupiers of neighbouring properties about the Private Residential Street Party prior to the submission of the Private Residential Street Party Road Closure Application Form to the Island Roads.
6. Responsibility for the Private Residential Street Party lies with you, the Private Residential Street Party Road Closure organiser(s). You shall ensure that no damage is caused to the highway, to any street furniture, to any lighting column or tree on the highway as a result of the Private Residential Street Party. Where any such damage is caused you shall pay to the Council its reasonable costs in repairing such damage.
7. You shall comply and shall ensure that attendees at the Private Residential Street Party comply with the terms of the Order and any other Traffic Regulation Order or other statutory provision which is currently in force in the Street.
8. The Council and Island Roads gives no warranty as to the suitability of the Street for your party nor that the Street is legally or physically fit for any specific purpose nor endorses the party itself. You shall satisfy yourself that the Street is fit for the purpose for which it is required and that no defects exist which may lead to loss, damage, or injury.
9. You shall ensure that the emergency services can gain access to the Street at all times during the period the Street is closed under the Order.

10. The Order shall not make provision for parking bay suspension and the Council shall not be obliged to clear nor be obliged to procure the clearance of parked vehicles or other obstructions prior to the start of or during the Private Residential Street Party. It is for the organiser(s) to make arrangements with the owners of affected parked vehicles for the moving of an adequate number of vehicles to enable the party to proceed.

11. You shall ensure that the street is returned to a clean and orderly state free of litter as soon as possible after the party has finished and in any event before the Order expires.

12. You shall ensure that only residents of the Street attend the Private Residential Street Party and shall ensure that at no time the party is attended by more than 499 people.

13. You shall be responsible for:

- the efficient supervision of the Private Residential Street Party.
- the effective control of children.
- the orderly and safe admission and departure of persons to and from the Private Residential Street Party.
- the orderly and safe vacation of the Street in case of emergency.
- the safety of the Private Residential Street Party.
- the preservation of good order and decency at the Private Residential Street Party.
- the prevention of nuisance.

14. You shall not:

- light any fires.
- light any barbeques.
- drive stakes, posts, or sharp objects into any surface.
- excavate any part of the highway.
- discharge liquids into any drains or ditches.

15. You shall follow the reasonable instructions of any Council Officer or their representative acting in an official capacity in relation to the Private Residential Street Party including but not limited to ensuring that any person is removed from the Street, reducing the volume of any amplified sound, and removing any obstructions immediately on the reasonable request of such officer.

16. For Private Residential Street Parties, you are required to provide proof of public liability insurance to protect the organiser from liability against third party claims to include injury or damage to property. We recommend you procure a reputable insurance company and have a public liability insurance policy with a limit of at least £10 million to cover your liabilities in connection with the party.

17. The Council will not be liable for the death of or injury to any person attending the Private Residential Street Party, or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by you in connection with the Private Residential Street Party, except where such death, injury or loss is due to the negligence of the Council or Island Roads and except to the extent that liability may not be so excluded under applicable laws.

18. You confirm and accept that in making the decision to hold the street closure you have not relied on and shall have no right or remedy in respect of any statement, assurance, representation, or warranty (whether innocent or negligent) made by The Council and Island Roads.



19. The Council accepts no liability, except to the extent that liability may not be so excluded under applicable laws, whether in contract, tort, breach of statutory duty or otherwise, for any loss, costs, damages or alike, including special, incidental, indirect, or consequential loss suffered by you arising from any act or omission of the Council in connection with the closure of the street for the purposes of the street party or in connection with the holding of the street party itself.

20. You agree to indemnify and keep indemnified the Council against any and all costs, losses, damages and liabilities resulting from claims made by third parties against The Council and Island Roads as a result of the closure of the street or as a result of the party itself.

21. The Council will not be liable for any loss as a result of the Street becoming unavailable for the Private Residential Street Party for any purpose and the Council may revoke the Order at any time before or during the party without liability to you where the Council considers it necessary acting reasonably.

22. For the purposes of the Contract (Rights of Third Parties) Act 1999 the Agreement is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.

23. The Agreement shall be governed and construed according to the laws of England and Wales and you and the Council submit to the exclusive jurisdiction of the Courts of England and Wales

## **FREQUENTLY ASKED QUESTIONS:**

### **Who can we invite?**

Only residents of the street can attend a Private Residential Street Party. You must ensure you have informed and consulted with the street residents / your neighbours in writing prior to submitting the Private Residential Street Party Road Closure application. A copy of the letter will be required to be attached / enclosed with your submission. **See Terms and Conditions item 5.**

### **What if it rains?**

Ensure you consider options in the event of poor weather and be ready to cover things and wait until the weather improves. If, however it is clear before the date chosen that the weather forecast will impact on the day's plans, you should agree your alternative date (between 2nd and 5th June 2022) with neighbours and residents then:

- Liaise with your procured Traffic Management company to ensure they have capacity to support Traffic Management on the revised date.
- Contact Island Roads in advance via email [info@islandroads.com](mailto:info@islandroads.com) stipulating your revised party date.

### **Do we need any Traffic Management / barriers / cones / diversions?**

All applications for Private Residential Street Party road closures will be assessed independently and we regret that we may not be able to support applications which pose a disruption to the wider general public (bus services etc).

We require you to consult with an accredited Traffic Management Company (Crown Park, HSS, QTM for example). They can provide a quote which considers the minimum Traffic Management requirements deemed acceptable by Island Roads to facilitate your specific Private Residential Street Party Road Closure.

On acceptance of a Traffic Management provider's quote, they will draw up a proposed plan which should be attached/enclosed with your application to Island Roads.

Please be advised that only accredited Traffic Management personnel are permitted to install Traffic Management / road closure equipment.

### **What if vehicles are parked on the street?**

You should provide your residential neighbours with enough notice to move their cars, where possible. No vehicle should move throughout the duration of the road closure. **See Terms and Conditions item 10.**

**Do we need insurance?**

By closing the road for the purposes of a Private Residential Street Party under Town Police Clauses Act 1847, Section XXI, Island Roads and IWC require the applicant to have public liability insurance. You are advised to refer to the **Terms and Conditions items 8, 16, 17, 18 and 19**

**Is there funding available?**

The Council and Island Roads will not fund or contribute to the cost of your Private Residential Street Party. However, we do bring your attention to the Big Jubilee Lunch, part of the official Jubilee Celebrations supported by [Eden Project Communities](#) project which may be able to support your party.

**Do we need any licences?**

**Private Residential Street Parties** do not require you to apply to your council for a Temporary Event Notice (TEN) if any 'performance' is 'incidental to the day' or 'background music' is provided and if the sale of alcohol and food (or anything else) is not permitted. For further information, please refer to [www.iow.gov.uk](http://www.iow.gov.uk).

**Where can I read further advice to plan our street party?**

Residents looking for further guidance should refer to [the government website](#). There is also the dedicated [street party website](#).

**What about COVID-19?**

Please read the most recent government guidance on [how to stay safe and help prevent the spread of coronavirus](#) to ensure your street party is covid-secure. We reserve the right to cancel your application in the event of restrictions being imposed.

## **BIBLIOGRAPHY:**

**Government guidance on street parties:** [www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party](http://www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party)

**Government guidance for COVID19:** [www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do](http://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)

**The Street Party Site:** [www.streetparty.org.uk](http://www.streetparty.org.uk)

**The Street Party Site insurance webpage:** [www.streetparty.org.uk/public-liability-insurance-and-street-parties/](http://www.streetparty.org.uk/public-liability-insurance-and-street-parties/)

**Queen's Platinum Jubilee:** [www.platinumjubilee.gov.uk](http://www.platinumjubilee.gov.uk)

**Eden Project Communities:** <https://www.edenprojectcommunities.com/the-big-jubilee-lunch>

### **Traffic Management Suppliers:**

- **Crown Park** - <http://www.crownparkbuilders.co.uk/services.php>
- **HSS** - <https://www.hss.com/hire>
- **QTM** - <https://qtm.org.uk/>

### **CONTACTS:**

Ringway Island Roads Ltd  
St Christopher House  
42 Daish Way  
NEWPORT  
PO30 5XJ

T: 01983 828500

E: [info@islandroads.com](mailto:info@islandroads.com)

W: [www.islandroads.com](http://www.islandroads.com)



## Celebrate the Queen's Platinum Jubilee

We could close the road, bring food & drinks to share, BBQ, tea party, games for all ages, whatever you want. It would be great to meet all our neighbours.

If you want to ask questions, join in, have ideas, decide when, and help get it organised, please come to have a chat with your neighbours on [XXXX](#) at 6.30pm

Outside number XX XXX Street/Road

Or phone either:  
XXXX on XXXX  
XXXX on XXXX

or just knock on the door anytime

More ideas and help to keep it simple at [streetparty.org.uk](http://streetparty.org.uk)



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