

# **Report to Licensing Committee**

**Date of meeting:** 21<sup>st</sup> March 2022



**Epping Forest  
District Council**

**Subject:** Road Closures/Street Parties

**Officer contact for further information:**

David King Licensing Manager, 01992 564888

**Committee Secretary:** Adrian Hendry, 01992 564246

---

**Recommendations:** For Information

## **Background**

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee after 70 years of service.

The UK has a long history of organised street parties to celebrate national events and this year residents are being encouraged to organise and host parties across the bank holiday weekend (2<sup>nd</sup> – 5<sup>th</sup> June), or as part of The Big Jubilee Lunch.

Following the success of the first Big Jubilee Lunch, to celebrate Her Majesty's Diamond Jubilee in 2012, The Big Lunch will be taking place on Sunday 5<sup>th</sup> June and communities across the UK are being encouraged to come together as part of the official Platinum Jubilee celebrations.

Local authorities are being asked to encourage these events by promoting them through their communication channels and by facilitating any necessary road closures etc.

In a letter to Local Authorities from Rt Hon Michael Gove MP on the 6<sup>th</sup> January 2022, he states;

*“Street parties should be encouraged, and you can play an important role in supporting residents who want to organise parties for their neighbours. For example, relaxing road closure rules to enable street parties to take place as easily as possible will be important.”*

## **Current Process**

In summary the current application process is as follows;

- Application must be submitted 6 weeks ahead of the event/street closure.
- Application to include a risk assessment and map etc. highlighting the road to be closed.
- Payment of £194
- Applicant to liaise directly with the Police, fire service, ambulance, local public transport, Highways and the Parking Partnership informing them of the planned closure and retain all responses.
- Applicant to notify all Churches, residents and businesses and Town Parish Council that may be affected by closure and keep a record of all persons notified.
- Obtain public liability insurance (copy to be provided at application stage).

There is a consultation period of 21 days, where no objections are received decision is delegated to officer level, where objections are received the matter is referred to the Councils Licensing Sub-Committee. Where permission granted, permits need to be sealed by Legal with 8 copies sent to the applicant to put up in the local area.

## Proposal

To streamline the process and make it more accessible for residents, the following changes have been implemented;

- Waive the £194 fee for community/charitable events. This is in line with the previous decision on 29<sup>th</sup> July 2014 and in respect of VE Day celebrations.
- 6 week application period - there are no legal deadlines, and whilst applicants should be encouraged to submit applications at the earliest stage, we can adopt a minimum 4 week notice cut off period. However, where objections are received this may not allow sufficient time for the Licensing Sub-Committee to determine the application and therefore they may have to be refused outright.
- The Councils Licensing Team to undertake consultation with Essex Highways. The applicant is responsible for notifying neighbours, businesses, Town Parish Council and anyone who will be affected by the road closure.
- Risk Assessments – remove the need for risk assessments to be submitted at application stage and substitute with the following advice; *If your event is for 500 people or less, we won't normally ask for a risk assessment to be submitted as part of the application. However, you should ensure that you consider 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 Executive at [www.hse.gov.uk](http://www.hse.gov.uk)*
- Removal of the requirement for public liability insurance. There is no requirement from central government to have public liability insurance and many councils don't insist on this. However, applicants are advised that if they wish to obtain insurance for their own peace of mind, information about public liability insurance is available on third party websites including; the Streets Alive, [streetparty.org.uk](http://streetparty.org.uk) and the Big Lunch etc.

This recommendation is in line with Governments guidance to organising a street party [Your guide to organising a street party - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## Guidance to Residents

Guidance notes specific to Her Majesty The Queen's Platinum Jubilee celebrations have been drafted and are sent out to residents along with the relevant application form. Guidance has also been published on the Councils website and wider engagement is being undertaken via Corporate Communications.

Feedback has been positive *"Thank you very much for your advice. This is all very helpful and informative. I am sure many people in Epping Forest will have great parties!"*

## Appendices

- Appendix A – EFDC Platinum Jubilee Guidance

Additional reference material;

[How you can get involved – The Queen's Platinum Jubilee 2022](#)

<https://www.edenprojectcommunities.com/stuff-to-do/organise-big-lunch>

[Street Party – Meet your Neighbours in your Traffic-free Street](#)

[Guide To Taking Part Online.pdf \(squarespace.com\)](#)