

# APPLICATION TO HOLD A STREET PARTY

## NOTES FOR GUIDANCE

1. Applications should be submitted to the **Licensing Team, Oxford City Council, Town Hall, St. Aldate's, Oxford, OX1 1BX**, as soon as possible but no later than **six weeks** before the proposed closure.
2. Where the application is from an ad hoc body set up for the purpose of one event rather than an established body, the person submitting the application will be held responsible for any costs arising, eg. clearing up, damage to street furniture or road surfaces etc.
3. There is a fee payable for a Street Party, set at £20.00, which can be paid via cheque payable to Oxford City Council or we can take a debit / credit card payment over the phone once the application is received.
4. The applicant will be required to submit, before an Order to close the street can be made, a copy of a Certificate of Insurance indemnifying the City Council against any claims arising from the event. (For this purpose, limited liability of £10,000,000 will generally be acceptable.) **This criteria may not apply to small events such as Street Parties (see definition below).**  
**Definition: Small Events (i.e. Street Parties) are exempt from the requirement for public liability insurance only when:**
  - The event is not publicised for the general public and therefore will not draw in people from the wider area.
  - The event applies to the residents of one or two streets only and not to larger areas of the City. Therefore attendance will generally involve less than 150 people.
  - There is no amplified entertainment which may cause nuisance to the wider area.
  - There is no alcohol or food being sold.
  - The organisers agree to and sign the disclaimer on the application form
5. The event shall be organised in such a way that access for pedestrians and essential vehicles can be maintained.
6. Closures for street parties on bus routes or traffic sensitive streets will only be granted subject to consultation with the Highways Authority, Thames Valley Police and Public Transport operators.
7. The organiser/applicant will need to ensure that all frontagers (both residential and commercial) of the road to be closed, and of any road(s) that directly adjoin the road to be closed, have been individually notified and have no substantial objection.
8. The City Council will only accept closures for Street Parties on minor residential roads.

## CONDITIONS ATTACHED TO THE CLOSURE OF A ROAD FOR A STREET PARTY

The applicant shall be responsible for compliance with the following requirements of the City Council.

1. Each road to be closed shall be clearly defined by means of a "**ROAD CLOSED**" sign as described below supported by means of a trestle or suitable half barrier in the carriageway.
2. Each sign shall read "**ROAD CLOSED**" in capitals 6" in height, white letters on a red background. For closures of less than one day, paper or card faces posted onto hardboard will be adequate. For longer periods a waterproof sign face is required, e.g. either varnished or gloss paint on hardboard or metal.
3. Any trestle or barrier to be placed in the carriageway shall be painted white and adequately weighted to prevent it from being blown over or the sign dislodged from it. Where these are to remain in place during lighting-up times the offside extremity of each barrier/trestle shall be lit by an approved road works lamp.
4. All signing and other physical obstructions in the highway shall be erected and removed, along with any debris resulting from the event, at the times specified in the application notice. Failure to do so will render the applicant/organisers liable to charge for cleaning the highway or even to prosecution for obstructing the highway.

## OXFORD STREETS FOR PEOPLE

You may be interested to know that helpful information for organisers of Street Parties can be found on the **Oxford Streets for People** website [www.oxstreets.org.uk](http://www.oxstreets.org.uk). **Oxford Streets for People** is a campaign run by the Oxford Civic Society, in partnership with Oxford City Council to support street parties. We encourage you to register your street party on this website. You will then be able to receive relevant information as it becomes available and can join the street party support network.

## APPLICATION FORM: STREET PARTY

**This application form must be signed and dated by the applicant**

This form should be completed in accordance with the **Notes for Guidance** and the **Conditions attached to the Closure of a Road for a Street Party**.

Please return the completed form to: **Licensing Team, Oxford City Council, Town Hall, St. Aldate's, Oxford, OX1 1DS.**

Further information can be found online at [www.oxford.gov.uk/streetparties](http://www.oxford.gov.uk/streetparties), or by contacting the Licensing Team on 01865 252565, or by e-mail: [licensing@oxford.gov.uk](mailto:licensing@oxford.gov.uk)

<b>Name of Applicant</b>					
<b>Address of Applicant</b>					
<b>Home Telephone Number</b>					
<b>Mobile Telephone Number</b>					
<b>E-mail Address</b>					
<b>Date of Street Party</b>	<b>FROM:</b>		<b>TO:</b>		
<b>Details of road(s) to be closed</b>					
<b>Times of Road Closure</b>	<b>FROM:</b>	<b>AM / PM</b>	<b>DAY</b>		
	<b>TO:</b>	<b>AM / PM</b>	<b>DAY</b>		
<b>PLEASE TICK ( <input checked="" type="checkbox"/> ) THE BOXES BELOW TO CONFIRM THAT YOU HAVE UNDERSTOOD AND COMPLIED WITH THE REQUIREMENTS FOR A STREET PARTY APPLICATION</b>					
I have read the <b>Notes for Guidance</b> and <b>Conditions attached to the Closure of a Road for a Street Party</b> and agree to abide by them. I will be responsible for all third party or other claims or costs arising out of the above closure.					<input type="checkbox"/>
I have enclosed a copy of the notification sent to all frontagers					<input type="checkbox"/>
I have consulted with all frontagers and I am not aware of any objections					<input type="checkbox"/>
I understand that as organiser of this Small Event I am responsible for its safe, orderly and proper conduct					<input type="checkbox"/>
I have made or enclosed the £20.00 fee payable to Oxford City Council (see Notes for Guidance)					<input type="checkbox"/>
I understand that the Council normally requires public liability insurance in respect of road closures but that in respect of "Small Events" this requirement is waived as the risks are perceived to be low. While the Council has on this occasion waived its requirement that insurance cover is held in regard to the street closure for this Small Event, I understand that I may still take out such insurance cover should I consider it necessary.					<input type="checkbox"/>
I acknowledge that I have read the Council's definition of a "Small Event" and confirm that this event falls within that definition.					<input type="checkbox"/>

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.oxford.gov.uk/websitertools/privacy.cfm>.

**SIGNATURE:**..... **DATE:**.....

The Council is working with the **Oxford Streets for People** team to support street parties. Please indicate here if you do not wish your contact details passed to them.