FACTSHEET 4: Planning a street party

PREPARING FOR THE LONDON 2012 OLYMPIC GAMES

This is one of a series of factsheets produced by Mole Valley District Council to help you make the most of the Torch Relay and the Olympic Cycle Road Race coming to Mole Valley in July 2012.

Please note that this factsheet is for guidance only and relevant legislation must be complied with. For more information, see below.

Planning a street party

Plan Ahead

Small street parties take place in one or two streets and are for neighbours only.

If you want to hold a street party you will need to tell Mole Valley District Council at least 8 weeks before. We will ask about:

- The date and time of the party
- Whether you want the road closed or not
- Whether the road is part of a bus route
- Your contact details

We then talk to those affected before getting back to you

Top Tips:

- Plan in advance
- Involve everyone
- Agree timings
- Put up signs
- Consider Public Liability Insurance
- Clear up afterwards
- Be aware of noise for those who are not participating

Closing the Road

To close the road for a street party, you will need permission from Mole Valley District Council. To apply, download an application form at least 8 weeks before the event and send it to MVDC.

There is no charge.

You will need to ensure that the emergency services can still get down the street if they need to. If the road you want to close is on a bus route, you will also need to contact the bus company.

You can make your own road closure signs; log on to Streets Alive for templates you can use.

Do I need a licence?

If you are organising a neighbourhood street party where you will bring your own food, alcohol and music, you do not need a licence.

If you are planning a major event, particularly where the sale of alcohol will take place, you will need a temporary events notice. Contact Mole Valley District Council.

You can serve and sell food up to 11pm without a licence.

Can I put up bunting?

If you would like to hang bunting over or along the roadside or from street lighting, you will need to get permission from Surrey County Council 6 weeks in advance.

Where to go for more information

DirectGov: www.direct.gov.uk
DCLG: www.communities.gov.uk
LOCOG: www.london2012.com
MVDC: www.molevalley.gov.uk or 01306 885001
Mole Valley Safety Advisory Group (for large events) 01306 870603
Surrey County Council: www.surreycc.gov.uk or 03456 009 009
Streets Alive: www.streetparty.org.uk

For more information on how to make the most of the Olympic Games, log on to www.molevalley.gov.uk/London2012 or for a hard copy of this factsheet please email communications@molevalley.gov.uk or call 01306 885001