

## **HOW TO CLOSE A RESIDENTIAL ROAD FOR A STREET PARTY**

This information is to assist you in planning a street party for local residents on a residential street which requires a road closure.

Because highways can be dangerous places and provide access to individual properties it is recommended that you hold your event off the highway, in a hall, park, garden or similar. If you cannot arrange for your event to be off the highway then you will require a road closure.

A road closure allows for general traffic to be restricted from using a designated part of the highway. This must be legally implemented under Section 21 of the Town Police Clauses Act 1847. It does not prevent vehicles from parking on the road.

Street parties for private celebrations, ie birthdays, weddings, etc will not be permitted.

It is not intended to make a charge for a road closure for a street party on a residential street, however should legislation change which incurs a cost this will be advised to you.

### **What you need to do.**

1. Request a residential street party road closure application form from Traffic Engineering, Highway Services, Selectapost 6, Ring Road, Middleton, Leeds LS10 4AX; telephone 0113 222 4444 or email [highways@leeds.gov.uk](mailto:highways@leeds.gov.uk). For an informal discussion please contact Howard Claxton, telephone 0113 395 0851.
2. Consult with all frontagers (home owners and businesses that will be affected by the closure) to gain their support, before making an application. You may also want to request that vehicles normally parked on the street(s) make alternative parking arrangements.
3. Consider the needs for emergency access and the rights of individuals on foot. Requests for closure of a street which is a bus route will require consultation with bus operators.
4. Complete the application form. Details required include:-
  - the name and contact details of the applicant;
  - the name of the street(s) in question (if not the whole street then the required length);
  - the times of the closure (please allow for setting up and dismantling);
  - a sketch plan of the street(s) involved showing suitable closure and diversion signs. The Council is unable to provide these.
  - a written statement to say that frontagers have been consulted and their agreement obtained.

5. Return the completed application form to the following address

The Traffic Engineering Manager  
Highway Services  
Selectapost 6,  
Ring Road,  
Middleton  
Leeds LS10 4AX

**To ensure your event is advertised and approved in time the completed form must arrive at the above address by at least 21 days prior to the event.**

6. Inspections of sites may then be made by highways officers and officers from the Police. Consultation may be undertaken with other emergency services and bus operators. If any damage occurs which the Highway Authority considers has to be repaired then the organisers will be responsible for the costs. It is recommended that the organiser has public liability insurance in this respect, and in case any guests have an accident or private property is damaged, to the amount of £2million.

7. Highway Services will then consider your application. If all the requirements have been satisfied and Highway Services agree that a road closure can be safely accommodated, Legal Services will process a road closure order for your event. Notice of the Order will be advertised on-site 2 or 3 days prior to the event.

8. The city council reserves the right to refuse an application if any objection from the emergency services or a frontager property remains unresolved.

9. Priority number one is to ensure the safety of all persons using the public highway, is not compromised. The road closure can only be implemented by a physical barrier placed in the carriageway to inform and warn motorists (and/or pedestrians as appropriate). This is just as important to those persons within the closed area as those persons or motorists on the 'outside'.

10. Fires or BBQ's should not be lit on the highway and neither should any structure be fixed in place by a fixing hammered into the road surface.

### **Waste Disposal**

Please encourage all families taking part in your event to take their waste home with them and dispose of in the black or green wheeled bins as they would any waste from home. Hopefully this will avoid organisers being left with large quantities of waste after the party.

In the event of such quantities being left, then organisers should take the bagged waste to any of the Councils Household Waste Recycling Centres around the City, which are open 7 days a week, and where such waste can be conveniently disposed of free of charge.

Before attending such sites, please be mindful of recycling initiatives and separate the waste just as you would at home for your green bin.

## **Special Event Liquor Licencing**

At many celebrations, your visitors may want to enjoy an alcoholic drink(s). If your event is a street party the simplest way to ensure that everyone who wants to enjoy a drink is a BYO (Bring Your Own) arrangement, with each guest bringing along a selection of soft and alcoholic drinks to be shared amongst party goers.

However, if you wish to sell alcohol at your event you will need to apply for either an Occasional Licence or Occasional Permission. For further details contact:

Licensing Section  
Leeds District Magistrates  
PO Box 97  
Westgate  
Leeds LS1 3JP  
Telephone: 0113 245 9653

## **Entertainment Licence**

Depending upon the type of entertainment you plan to stage, you may need to obtain an Occasional Public Entertainment Licence from Leeds City Council. An Occasional Public Entertainment Licence is required for all events that feature any one or a combination of the following types of entertainment as a main feature of the event.

Pre-recorded music (relayed by any method of cd, mini-disc, cassette, record or radio), Live music, Karaoke, Dancing, Cabaret or entertainment of a similar nature.

Contact Leeds City Council's Licensing Section on 0113 247 4095 or email [entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)