



Your guide to organising a road closure to hold a Street Party for the Coronation 6th – 8th May 2023

Notes to help you apply

Application Form

Conditions of Consent and Indemnity

Example Consultation Letter

Caerphilly County Borough Council
Notes for organising a road closure to hold a street party for
the Coronation 6th – 8th May 2023

Street parties are a traditional part of community life; they are a simple way for people to get to know their neighbours and meet members of their community.



The council wants to make it easier for people to hold such an event to celebrate the Coronation of His Majesty The King between 6th and 8th May 2023. It has therefore produced this simple guide on how to hold a small street party in your local community/street. It includes an application and indemnity form to complete and return to Caerphilly County Borough Council, so you can get on with the real work of organising your street party.

Organising small, private street parties is very simple and generally does not include activities that need a licence, such as selling alcohol or providing certain types of entertainment.

If you want to sell alcohol or intend to provide entertainment to the wider public, or charge to raise money for your event or hold a larger public event, you will need to apply through a different process formally, via the Event Safety Advisory Group (ESAG). Details of the ESAG can be found at www.caerphilly.gov.uk/Things-To-Do/Events/Planning-an-event

The council wants to support street parties, but you need to ensure applications are submitted urgently.

If you would like to hold a small street party to celebrate the Coronation of His Majesty The King, use the application form enclosed to notify the council of the planned event (street party) and apply for any road closure(s) that is required.

In order to hold a street party on or within the highway you must seek permission and obtain approval from the council to ensure you can legally and safely close the street to traffic.

The number one tip for holding a street party is to plan and commence preparations early. Think about what you want to achieve, then submit the application form to Caerphilly County Borough Council no later than 7th April.

More helpful tips, advice and support for organising a successful event can be found at www.streetparty.org.uk



CAERPHILLY COUNTY BOROUGH COUNCIL
Coronation 6th – 8th May 2023 – APPLICATION FORM

NOTIFICATION OF PROPOSED STREET PARTY / EVENT ROAD CLOSURE
REQUEST DO NOT ATTEMPT TO CLOSE THE HIGHWAY OR ANY PART OF THE
HIGHWAY WITHOUT RELEVANT AUTHORITY (TRAFFIC REGULATION ORDER)

DETAILS OF EVENT

Location - Street name / Town / Village

Estimated number of people attending (approximate)

Name of applicant (event organiser):

Organisation (if applicable):

Contact address (inc postcode):

Telephone number (daytime):

Telephone number (evening):

Email address:

Will the event encroach or be held on the road? If **YES** please complete all subsequent sections of this form in respect of applying for a road closure(s). If **NO**, please describe below where the event will be taking place e.g. Village Green, open space so that the appropriate department can be notified



ROAD CLOSURE DETAILS (all sections MUST be fully completed)

Name of road(s) to be closed:

Time of event (street party)

(Note – A road closure will only be permitted between 10am and 8pm between the 6th – 8th May 2023)

If you plan to close the full length of a road or only a section of the road(s), where will the closure begin and end? Please **provide a copy of a clearly marked plan of the area (of a suitable scale) showing the extent of the road closure area.** In addition to the plan, please state to nearest house number, site boundary or road junction?

From:
To:

Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close e.g. Cedar Close numbers 1-20 and numbers 21-98.



ROAD CLOSURE NOTES - IMPORTANT

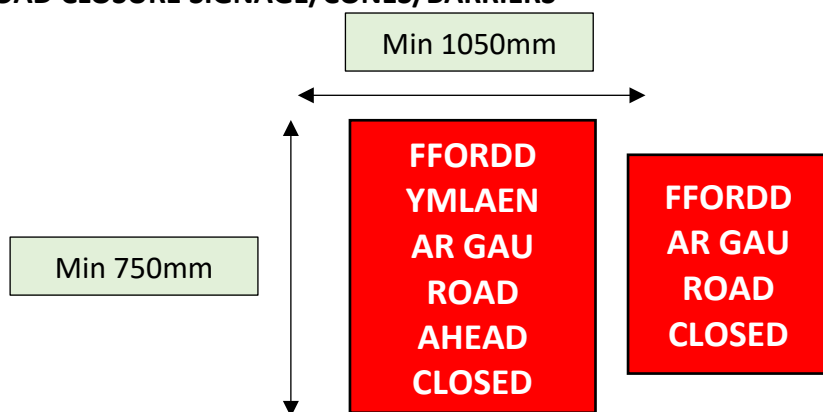
Only residential cul-de-sacs or other minor roads which are not used for through traffic routes will be considered for closure under this simplified process.

Access for Emergency Service vehicles, for residents/businesses to and from their properties should be maintained at all times as far as reasonably practicable.

ROAD CLOSURE SIGNAGE/CONES/BARRIERS

All signs, cones and barriers must conform to the 'Traffic Safety Measures and Signs for Road Works and Temporary Situations' 2009/20 (Traffic Signs Manual – Chapter 8) <https://www.gov.uk/government/publications/traffic-signs-manual> and only appropriately trained and competent operatives, supervisors, managers, or other competent persons should be engaged in the assessment, design, setting up, maintaining and removing of signing of temporary traffic management. Examples of the road closure signs, cones required and a photograph showing what may be considered an absolute minimum arrangement for a street closure is shown overleaf.

ROAD CLOSURE SIGNAGE/CONES/BARRIERS



Note: Unfortunately, Caerphilly County Borough Council are unable to provide you with the appropriate signs/cones/barriers. However, there are numerous Traffic Management companies located in the surrounding area which would undoubtedly be able to provide you with this service.

A plan showing details of the proposed traffic management measures must be submitted with your application.



ILLUSTRATIVE PHOTOGRAPH OF ROAD CLOSURES SIGNS, CONES AND BARRIERS



CONSULTATION (directly affected residents within the closure area)

Have residents been consulted on the event and/or road closure YES or NO
(Please delete as necessary)

The council wants to ensure the majority of people are happy with the planned event (street party). However, not everyone will be able or wish to participate in the event, so it is advisable to let everyone know exactly what time the party will start and end (NOTE - road closures will only be effective between 10:00am and 8:00pm on the day).

A suggested method of consultation is via a letter drop to directly affected residents notifying them of the full details of the event (street party) so that everyone is fully informed. An example letter is shown below:



EXAMPLE CONSULTATION LETTER

Your Name

Your Address / Contact details

Dear Neighbour,

Re: Coronation street party in our street on XX May 2023.

I write to inform you that (I am/we are) planning to hold a street party in our street to celebrate the Coronation on XX May 2023. (I / we) will be making an application to Caerphilly County Borough Council to authorise a closure of our road to traffic from 10:00am to 8:00pm on that day.

We are informed by the council that such closures must maintain pedestrian access and allow access at all times for Emergency Services vehicles. As far as reasonably practicable, access for residents to get their vehicles to and from their properties should be accommodated along with any other specific access requirements that maybe necessary on the day. Arrangements are being made to place road closure signs, cones and barriers to close the road(s) and let motorists know that the road is closed for our street party.

Now that we have made you aware of the proposed arrangements, we hope you will join us at the party, which will take place at **(insert party arrangements)**. With your support we hope the street party will be a great way of celebrating the Coronation of King Charles III.

However, if you have any questions, concerns or objections about these arrangements, please contact me on **(insert telephone number)**.

With kind regards,

Event Organiser/Neighbour

Insert Name Here



CAERPHILLY COUNTY BOROUGH COUNCIL - CONDITIONS OF CONSENT AND PROCEDURE

1. Pedestrian access to all properties in the street must be maintained at all times. Vehicular access for residents should be maintained as far as reasonably practicable.
2. Immediate access for all Emergency Service vehicles must be maintained at all times. Any signs, cones and barriers placed across the street must be placed in a manner that will enable their immediate removal.
3. All road closure signage, cones and barriers must be in accordance with the Traffic Signs Manual – Chapter 8 and installed by suitably qualified operatives in an appropriate arrangement that is clearly visible to approaching drivers.
4. Any decoration or bunting across a street must be suspended in such a manner that there will be no obstruction to an Emergency Service vehicle that may require access in the event of an emergency.
5. The use of illuminated decorative lighting (Fairy lights or similar) is prohibited.
6. No attachments other than bunting and flags are to be suspended from street lighting columns, traffic signs or any other street furniture. They must not reduce the quality of illumination of street lighting units and any decorations must be easily detachable for street lighting services. Bunting etc must not be erected at a height that could impair vehicular access and at a level not to cause an obstruction to pedestrians,
7. The use of poles or equipment to support or carry overhead electricity cables will not be allowed in the interests of public safety. No stakes or poles are to be driven into the footways, highway verges or the carriageway.
8. No fires, barbecues or similar are permitted within the highway limits which includes all; carriageways, footways, verges, central reservations and roundabouts.
9. All tables, trestles, chairs, barriers, etc., are to be removed from the highway immediately after the event (street party) and all litter and debris must be cleared from the area.
10. The organiser will appreciate that due consideration is to be afforded to residents and provisions to be made for the safety and comfort of the elderly, infirm and very young children. Noise levels and disturbance must be kept to an absolute minimum.

Conditions of consent – continued next page



11. By completing the Form of Indemnity enclosed, you shall indemnify and keep indemnified the council, against injury (including death) to any persons or loss of or damage to any property which may arise directly out of the act, default or negligence of yourself in connection with the event and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect or in relation thereto.
12. The organiser is **STRONGLY ADVISED** to take-out third-party liability insurance to a minimum of five million pounds to cover all eventualities which may arise from the holding of the event (street party) and shall produce evidence of the same, if requested by the council.
13. The organiser shall provide a drawing of the 'extent of the road' to be closed and a proposed traffic management plan with their application.
14. The organiser shall provide evidence that all affected by the closure are in agreement that they support the event and are content that it proceeds.
15. The organiser is responsible for ensuring that a specialist traffic management company provides, maintains (during the event) and removes (after the event) all road closure barriers and associated diversion signs. The event organiser is advised that he/she is responsible for these costs which can often be substantial.



**CAERPHILLY COUNTY BOROUGH COUNCIL
TRAFFIC MANAGEMENT SECTION**

**Authorisation for a road closure for a
Community Event (Street Party) on the Highway**

FORM OF INDEMNITY

I agree to the conditions of consent as outlined by Caerphilly County Borough Council for the authorisation of a street party on the highway (a copy of which has been supplied to me) and hereby request approval for a road closure as detailed in the attached application and indicated on the attached drawing. I further agree to indemnify the council against any claims for personal injury or damage arising out of or in connection with the Special Event as outlined below and as set out in the Conditions of Consent and Procedure.

Name of Community Event:	Coronation (Street Party)	
Location:		
Date of Event:	May 2023	
Time of Event:	From:	To:
Organiser's Name:		
Signed:		
Date:		

PLEASE NOTE - Applications received without a signed indemnity form will not be processed.

What to do next?

Please send this completed application form, including a road closure plan and any letters of objection together with the signed indemnity form to: traffman@caerphilly.gov.uk or alternatively post to:

Caerphilly County Borough Council,
Traffic Management Section,
Penallta House
Tredomen Business Park
Ystrad Mynach
CF82 7PG

The council will then assess your application for a road closure(s) and will let you know if the closure request is approved and/or if there is anything else you need to consider.

**ALL APPLICATIONS MUST BE SUBMITTED TO THE COUNCIL AND ARRIVE NO LATER
THAN 7 April 2023**