

# **Coronation of His Majesty The King and Her Majesty The Queen Consort**

## **Street Party Guidance**

Buckingham Palace has announced details on the ceremonial, celebratory and community events that will take place over the Coronation Weekend between Saturday 6<sup>th</sup> and Monday 8<sup>th</sup> May 2023.

The Coronation of His Majesty The King and Her Majesty The Queen Consort will take place at Westminster Abbey on Saturday 6<sup>th</sup> May, 2023.

On Sunday, 7<sup>th</sup> May Neighbours and communities across the United Kingdom are invited to share food and fun together at Coronation Big Lunches, in a nationwide act of celebration and friendship. From a cup of tea with a neighbour to a street party, a Coronation Big Lunch brings the celebrations to your neighbourhood and is a great way to get to know your community a little better.

The Coronation Big Lunch will be overseen and organised by the Big Lunch team at the Eden Project. Her Majesty The Queen Consort has been Patron of the Big Lunch since 2013 and free downloadable resources will be made available online by the Big Lunch team at [CoronationBigLunch.com](http://CoronationBigLunch.com), to help people and communities start their Coronation Big Lunch planning.

Following the success of Her Majesty's Platinum Jubilee in 2022, the Council has put in place special relaxations to make it easier for our residents to come together and celebrate this momentous occasion.

Residents wishing to host an event may still need to apply for a temporary road closure however, for non-commercial events held on 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> May 2023, the Council has determined to waive the fees normally associated with such applications and to simplify the application process.

### **What events will the special relaxations apply to?**

The special relaxations will apply to non-commercial street parties that groups of residents get together to arrange for their neighbours, to celebrate the Coronation of His Majesty The King and Her Majesty The Queen Consort on 6<sup>th</sup> or 7<sup>th</sup> May 2023.

### **Will I need a licence or Temporary Event Notice to hold an event?**

Organising a street party just for residents and neighbours typically does not need a licence.

The Licensing Act 2003 does not require a licence or a Temporary Event Notice (TEN) at a street party unless amplified music is one of the main purposes of the event or alcohol is to be sold. It is permissible for residents to bring their own alcohol but a licence or (TEN) will always be required if alcohol is to be sold.

## **Do I need to apply for a Temporary Road Closure?**

If your street party is taking place on the road or public highway you will need to apply for a temporary road closure. Alternatively, you may wish to organise an informal “Street Meet” using driveway’s or front gardens or other private land that may not require permission.

## **How do I apply for a Temporary Road Closure?**

Applications and relevant documents should be submitted at least six weeks ahead of the event using the Councils road closure for special events form.

The Councils Licensing Team will consult with Essex Highways and partner agencies on your behalf.

However, the applicant is responsible for notifying neighbours, businesses, Town Parish Council and anyone who will be affected by the road closure to make sure that they haven’t got any objections.

Consultation materials must include the organiser’s name, address, contact number and, if possible, email address. Confirmation must be supplied that a majority of responses were in support of the street party proposal. Details of any objections must also be supplied by the organiser to the Council before approval can be given. If there are objections this does not mean that the event cannot go ahead, but the objections will be fully considered by the Council in making its decision.

If the proposed closure affects any bus route the applicant may also need to discuss with the relevant bus company what they will do during the closure and agree on where the buses will stop, and which stops will be closed.

You will also need to agree with the bus company who is going to produce the information and when and where it will go on display.

## **Do I need to provide a plan and traffic diversion route?**

Yes, when submitting your application, you must include a location plan clearly identifying where the closure will be. Unless the road you are proposing to use is a cul-de-sac or no through road, you will also be required to submit a plan showing the traffic diversion route.

## **Will I need to carry out a risk assessment?**

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. You can get further advice via the links provided below and from the Health and Safety Executive at [Event safety - Getting started \(hse.gov.uk\)](https://www.hse.gov.uk/event-safety-getting-started)

Remember, you will be responsible for the safety of the event. Agree in advance that everyone should take responsibility for themselves and watch out for each other, especially children.

## **Crime and Disorder**

Crowded spaces and public spaces can provide opportunity for criminal and terrorist activity. Whilst the threat around this level of event is generally minimal, should you have any specific concerns please contact Essex Police, alternatively information can be found here [Staying safe from terrorism | Essex Police](#)

## **Is Public Liability Insurance required?**

There is no requirement from central government to have public liability insurance. However, it is your event, and the Council will not be held responsible for any damage to property, or injury to any person arising from or in connection with the street party.

Therefore, it is for applicants to consider 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.

## **Is there anything else that I need to consider?**

Generally speaking, it is unlikely that the Council will receive objections to closing short cul-de-sacs or quiet residential roads where a simple alternative traffic route is available however, concerns are likely to be raised where an application relates to through traffic routes that would be affected, like on main roads and bus routes or where the effect of street parties in adjacent roads would create traffic routing difficulties etc.

Road closures will affect the movement and accessibility of all residents and businesses for the duration of the event and your application will have to be carefully considered by the Council before any approvals can be given.

## **Emergency 999 Access**

Event organisers must consider emergency access during the closure and access points must be maintained for emergency ingress and egress – at all times during the closure.

If hard barriers are to be used, these must be staffed to ensure emergency ingress and egress and space must be maintained within the closure for an emergency vehicle to be able to park if required to respond. Fire hydrants are to be kept clear at all times.

## **Food Safety Tips**

A popular way to celebrate is to have a buffet-style event where people bring different foods to lay on a table, here are some basic tips to help you have a safe party.

- **Safe Food Handling** - Always wash your hands before and after handling food. Keep your kitchen, dishes and utensils clean. Always serve food on clean plates — not those previously holding raw meat and poultry.
- **Cook Thoroughly** - If you are cooking foods ahead of time for your party, be sure to cook foods thoroughly to safe internal temperatures.
- **Use Shallow Containers** - Divide cooked foods into shallow containers to store in the refrigerator or freezer until serving. This encourages rapid, even cooling. Arrange and serve food on several small platters rather than on one large platter. Replace empty platters rather than adding fresh food to a dish that already had food in it. Many people's hands may have been taking food from the dish, which has also been sitting out at room temperature.
- **The Two-Hour Rule** - Foods should not sit at room temperature for more than two hours.
- **Keep Hot Foods HOT and Cold Foods COLD** - After cooking hot foods should be held at 63°C or hotter. If cooling food do so quickly (within 90 minutes) and then keep cold. Cold foods should be held at 8°C or colder. Keep foods cold by nesting dishes in bowls of ice. Otherwise, use small serving trays and replace them. If reheating food, make sure it is piping hot (at least 75 °C).

Further guidance on providing food at community and charity events can be found here;

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

<https://www.nhs.uk/live-well/eat-well/how-to-prepare-and-cook-food-safely/>

## **Handy Hints for Running Your Street Party**

- Be aware of the needs of others including; visiting doctors and nurses and other home visiting services and make suitable arrangements.
- Notify neighbours of the time the event will finish and provide name and contact number for them to contact if they are being disturbed.
- Be considerate of neighbours who may not be participating in the event. If you have to talk louder against any music, then it is probably too loud.
- Lower the noise level in the evening when children or other local residents might be trying to sleep and finish the event at a reasonable time.
- You will need to clean up after your street party. It's your street and your party so keep your local area tidy. Let people know in advance the finish time and arrange for neighbours to help with clearing away the rubbish and recycling etc.

## **Require further guidance to planning a street party?**

Residents are encouraged to make use of the free resources available which can be found on the following Government websites;

[Organising a voluntary event: a 'can do' guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Your guide to organising a street party - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Residents Guide \(streetparty.org.uk\)](http://streetparty.org.uk)

[www.edenprojectcommunities.com/the-big-lunch](http://www.edenprojectcommunities.com/the-big-lunch)

**Please send completed application forms to;**

[Licensing@eppingforestdc.gov.uk](mailto:Licensing@eppingforestdc.gov.uk)