

# STREET PARTY APPLICATION FORM



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

## Event Details

Event name

Contact name

Contact number

Contact email address

Contact address

## About the Road Closure

(please complete this section if you require a road closure)

### Extent of Closure (please include a plan)

Access must be maintained at all times for Police, Fire and Ambulance Services responding to emergencies. Organisers must ensure that fire hydrants are clear of obstruction at all times.

Street name(s)

Locality/area

### Period(s) when closure will apply

Period Number	Start Date	Start Time	End Date	End Time
1				
2				

### Barriers and Diversion Signs

The minimum requirement to effect any closure is a 'road closed' sign and barrier(s) at each point of closure, which must be supervised and maintained at all times by a clearly identifiable person under your authority and control. A list of suppliers is given in advice notes which can be downloaded from <http://www.solihull.gov.uk/streetparties>

What arrangements have you made for the erection and supervision of barriers, cones and diversion signs?

## Consultation with local businesses/residents

Applicants should consult with affected frontages. A template letter can be downloaded from <http://www.solihull.gov.uk/streetparties>

Have you carried out consultation with local residents and businesses?  YES  NO (If yes, please attach a copy of your consultation notice)

## Public Liability Insurance

Public liability insurance is not needed for a simple street party amongst neighbours/friends. It would however be needed if the event is open to the public or is advertised to a much wider audience.

How many people are expected to participate in the event?

Has the event been advertised to the public?  YES  NO (If yes, please give details)

Do you have public liability insurance?  YES  NO (If yes, please send us a copy of your certificate)

## Event Support

It is important that consideration is given as to how your event will be managed.

What arrangements have been made for communications between event organisers?  
(Radio/Mobile phone)

What arrangements have been made for first aid provision?

What arrangements have been made for waste disposal?

## Food, Drink and Entertainment

Advice notes on food safety, health and safety and noise, along with guidance from the Fire Service, are available on our website (<http://www.solihull.gov.uk/streetparties>)

Is any food or drink being served at the event?  YES (If yes, please give details)  
 NO

Is any alcohol being sold?  YES  
 NO

Will you be holding a raffle or tombola?  YES  
 NO

Will there be music or other sound broadcast at the event? (other than incidental music)  YES (If yes, please give details)  
 NO

Will you be having a BBQ?  YES  NO  
If yes, how will this be fuelled?  GAS  ELECTRIC  CHARCOAL

Will you be having a fireworks display?  YES  NO

Will any form of entertainment be in use? (eg. bouncy castles)  YES (If yes, please give details)  
 NO

Are temporary supplies of water, electricity or gas to be brought to the site? WATER  YES  NO ELECTRICITY  YES  NO GAS  YES  NO

Will any staging, structure or marquees be erected?  YES (If yes, please give details)  
 NO

Completed applications should be returned no later than 6 weeks before the event to [street.parties@solihull.gov.uk](mailto:street.parties@solihull.gov.uk) or:

Street Parties, Highway Services, Solihull Metropolitan Borough Council, Council House, Manor Square, Solihull, B91 3QB

Organisers will be contacted should there be any issues or concerns with the planning of their event.