

Street Parties - FAQ's and checklist

Q. Do we need insurance cover?

A. Generally, Solihull Council will not require public liability insurance cover for a small residential street party. However, events held on a through road will require the standard £5 million public liability insurance. Where you or your council think insurance would be a good idea you might find it helpful to go on [Street Party – Meet your Neighbours in your Traffic-free Street](#) for additional information

Q. Do I need to do a risk assessment?

A. Solihull Council does not usually ask for a risk plan for small street parties, but you should think about how you can minimise things going wrong and have a back up plan, for example - what would you do if there was bad weather? Can you use plastic plates and cups rather than glass? We recommend that you do not place barbeques on the Highway as they may need to be moved for emergency vehicle access and could damage the road.

Q. We're serving alcoholic drinks - do we need an alcohol licence?

A. No, licences are only required if alcohol is sold. At a private party, sharing drinks with your neighbours does not require a licence. If you did want to sell alcohol, you will need to contact the Council for a Temporary Events Notice form.

Q. We're playing music - do we need an entertainment licence?

A. No - if your street party is a private party for residents and the music is not advertised in advance to attract people, and you're not making money then there is no need for a licence for your music, whether it's live or recorded.

Q. Do we need a permit to serve food?

A. No - as a private party, you do not need a licence under the Licensing Act 2003 to sell food (unless you wanted to only sell hot food and drink after 11pm). Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one another. This is also a good way to bring different groups of people together.

Q. We're having a tombola/raffle - do we need permission?

A. Probably not. If the tombola/raffle tickets are sold on the day and the prizes are not worth more than £500 in total then it will be exempt from gambling regulations (however, if tickets are sold in advance of the event, you will need a lottery registration but do speak to the Council first). Any proceeds from the tombola/raffle must go to a good cause such as charity or even covering the cost of your party. Alternatively, if you did want to raise some money for your local church or charity, you can always ask people for donations.

COVID Advice for Street Parties

Q. Do we need to do a Covid Risk Assessment?

A. No – however you need to consider the following to keep participants safe:

- In your pre-event communications remind people to stay at home if they are not well, are self-isolating or have flu/Covid-19 symptoms.
- suggest everyone takes a lateral flow test before the event, to protect friends and family and help slow the spread of Covid-19.
- encourage social distancing.
- nominate volunteers to hand out refreshments to reduce handling and provide hand sanitiser for the volunteers, ask participants to bring their own cups and use disposable plates; and
- nominate volunteers to manage sale of raffle tickets and other activities to lessen handling by multiple people.