

A guide to running your own street party



Don't you need to arranged
licences?

No.

However, if you decide to sell alcohol you will need to apply for a **Temporary Events Notice** through Adur District Council

**Top
Tip**

If you decide to hold a raffle or tombola, only sell tickets on the day NOT before, and make sure you don't 'rollover' prizes. This way you don't need a licence!

**Isn't it really hard and
confusing to set up a street
party?**

Ask a few neighbours to help
you, set a date early on.
Start planning 2-3 months in
advance.

Plan to have a chat and invite
the whole street.

Send round paper invitations,
so everyone is included.

Decide who is doing what!

**If I want to close my road,
it's difficult with forms and
costs**

If you want to close the road for a street party for the Queens Jubilee, Adur District council need you to complete 2 forms.

If you need help with any of them let us know, and we will guide through the process.

The closing date is 16th April 2022

**Top
Tip**

You dont have to close a road!
Have a Street Meet instead- you
can use communal areas, parks,
driveways, gardens or
pavements!

We would have to get insurance for the street party and its expensive

If your street party is only for the residents in your street, and has only been publicised to your street, you **dont need insurance.**

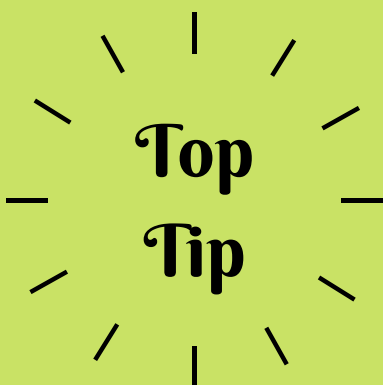
**Top
Tip**

Agree in advance that everyone should take responsibility for themselves and watch out for each other, especially children – say this on the invitation.



2-3 months before in advance

- ✓ Chat about your idea to neighbours you know
- ✓ Ask Adur District Council about road closures if you want to close your road
- ✓ Think about when you will hold it
- ✓ Arrange 2-3 get togethers and invite everyone in your street in writing.



Hold your street get togethers in your street. This way people don't have to go to far.



Planning



If your street agrees, apply to Adur District Council for a road closure- remember the deadline!



Plan Activities for all ages and tastes!



Plan a street Quiz - we have including one for you or make your own



Plan who bringing what food to share



Chairs and Tables



Bunting- we have supplied some but do you need anymore



Share jobs between everyone - involve everyone



A week before



If you applied for a road closure, you may need to display the legal order.

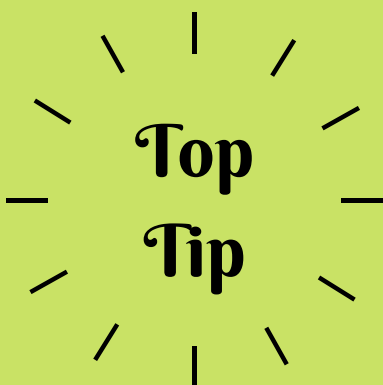


Send a reminder to all your neighbours



Day of your street party

- ✓ Close the road at the agreed time.
- ✓ Set up your street party.
- ✓ If you have music, don't have it too loud and make sure any music is appropriate for all ages
- ✓ After your party, pack away, clear up any rubbish and reopen the road



**Share the rubbish and recycling between everyone's bins.
Remember that the bin days will move back 2 days over the June bank holiday**