

ARE YOU PLANNING A JUBILEE CELEBRATION EVENT?

On 2nd June 2022, we will celebrate another unique milestone in our history, Her Majesty The Queen's 70th year as our Monarch and Head of the Commonwealth. With the Queen's Platinum Jubilee fast approaching, Hambleton District Council have produced this guide for prospective Jubilee event organizers.

This guide provides useful information on what to consider, as well as providing some helpful do's and don'ts. There are also some useful links to other guidance documents and related online material that you may want to consult and refer to.

Organising a street party just for residents and neighbours is very simple and does not need a licence. The number one tip for holding a party is to plan early. The following outlines the things you should consider and signposts you to some important aspects you will need to do.

Licences/Permissions

- **Music Licence.** The Licensing Act 2003 does not require a music licence at a street party unless amplified music is planned. If you plan to use amplified music you will need to apply for a **Temporary Event Notice**. You can find further information on the application process here: www.hambleton.gov.uk/la2003
- **Food Registration.** If you plan to provide food and the event is a one-off, you will not require a food registration. However, you should consider how the food is produced and stored and that it is safe to eat. The FSA website provides more advice about **providing safe food at street parties and other community events**.
- **Sale of Alcohol.** If you plan to sell alcohol at your Jubilee Event, you will need to apply for a **Temporary Event Notice**. You can find further information on the application process here: www.hambleton.gov.uk/la2003
- **Road Closures.** If you would like to close a road for a celebration, you'll need to apply to North Yorkshire County Council via the following link: **Roadworks, road closures and diversions, North Yorkshire County Council**. The document you require is 'How can I arrange a street party, event or demonstration on or by a road?'. Please note the deadline for Jubilee Street closure applications is the **29 April 2022**.

Please note, even when a road closure is granted, provision should be made for emergency vehicle access, which must be available at all times during your event. Don't block roads without permission and where required maintain access to residents.

- **Holding a Lottery.** You do not have to register a lottery (which includes raffles, sweepstakes and tombolas) if you are running an 'incidental lottery', but tickets must be sold at the event and prizes cannot be rolled over from one event to another.

Anyone at the event (including children) can take part in this sort of lottery. No more than £100 can be deducted from the proceeds of the lottery to cover the expenses incurred in organising the lottery (e.g. ticket printing), and no more than £500 can be spent on prizes (not including donated prizes).

The Gambling Commission's website has more information about **running a lottery**.

- **Screening Live Television.** The BBC is offering local communities a **TV Licence dispensation for screening programmes** which are broadcast live over the Queen's Platinum Jubilee weekend. You won't need a TV Licence to watch BBC coverage from any community events you've arranged in town halls, community centres, and local streets (as long as viewing is for the sole purpose of screening an event judged by the BBC to be of national importance).

Risk Assessment and Event Plans

- **Small Events.** For small street parties you should not need a risk assessment, as long as consideration is given to the safety needs of all those attending. In this instance common sense precautions should be enough.
- **Large Events.** For larger and more formal events a risk assessment is essential. A risk assessment is a careful examination of the potential risks an event may create. It also includes information on how these risks maybe reduced or eliminated. Organisers will need to carry out a risk assessment to ensure all the necessary health and safety measures are in place. Further guidance can be found in useful information below.
- **Safety Advisory Group (SAG).** You are to notify the SAG of your Jubilee celebration event at least six weeks in advance so we can offer any required help, support and advice to ensure your event is a success. Available via email sag@hambleton.gov.uk or phone 01609 767138.

Remember: Organisers have responsibility for the safety of all members of the public at their event including those running the event and any contractors.

Other aspects to consider

- Make sure a plan is in place to clean up following your event. Have a section put a side for bin bags and recycling. Don't leave your rubbish at the event site. Make sure this is cleared up and disposed of correctly.
- Keep your local area clean and tidy, consider undertaking a litter sweep of the local area after the event to deal with items generated during the event.
- Consider Covid safety aspects including the provision of visible hand sanitising stations.

Useful Information

To assist you in planning a safe event the following are useful websites:

- **The Health and Safety Executive** - Guidance on running events safety. As event organiser you have a duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks. [hse.gov.uk/event-safety/index.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=digest-4-apr&utm_term=guidance&utm_content=event-safety](https://www.hse.gov.uk/event-safety/index.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=digest-4-apr&utm_term=guidance&utm_content=event-safety)
- **The Purple Guide to Health, Safety and Welfare at Music and Other Events** has been drawn up by the Events Industry Forum in consultation with the UK events industry, including representatives from regional and national Government. [thepurpleguide.co.uk/index.php/the-purple-guide](https://www.thepurpleguide.co.uk/index.php/the-purple-guide) Please note that a subscription (£30) is required to access the Purple Guide.

Notify us of a Jubilee celebration event

To notify us of your event and to receive safety advice please contact Environmental Health using the details below or complete the online Event Notification Form at least three months before the event.

Further information can be found here [hambleton.gov.uk/events-2/safety-advisory-group/1](https://www.hambleton.gov.uk/events-2/safety-advisory-group/1)



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01609 779977 [hambleton.gov.uk](https://www.hambleton.gov.uk)



This information is available in alternative formats and languages