



How you can get involved in Hartlepool



HARTLEPOOL
BOROUGH COUNCIL

Here in Hartlepool, we will be celebrating with the rest of the nation, [The Queen's Platinum Jubilee](#), 70 years of service to the people of the United Kingdom, the Realms and the Commonwealth.

To celebrate, Hartlepool residents can [apply to host a street party](#) over the Bank Holiday weekend – between Thursday 2nd and Sunday 5th June.

With the UK steeped in the history of organised street parties and events to celebrate national events, Hartlepool Borough Council would like to support you in your plans. If, after reading this document, you have any further questions please email communications@hartlepool.gov.uk

We're also organising a number of events and you can find out more by [clicking here](#).

To begin your street party planning follow this step-by-step guide

- Get together with your neighbours to discuss your ideas, your Platinum Jubilee party must be organised by residents and neighbours only.
- Don't publicise or advertise your street party to the wider public.
- Agree upon a date – the Jubilee is being celebrated between Thursday 2nd and Sunday 5th June.
- Do not charge for entry to the event.
- Invite everyone in your street, in writing if possible. Even if your neighbours are unable to attend, they will then have prior notice of the party.
- Your street party must be on a residential road (for example a cul-de-sac or where traffic is not able to access another road from the event road) where only resident traffic will be affected. If a street party isn't suitable for your street, consider organising a 'street meet'. This takes place on private land such as a driveway or front gardens and doesn't require a road closure.
- Ask for ideas and volunteers to help organise and run the event on the day.
- Read the guidance below, which includes information about road closures and holding a safe event.
- The Government has also published guidance, including tips, advice and support on organising a street party – this can be accessed by [clicking here](#).



Planning your celebration

- You will need to let the Council know you are holding a street party or organising an event – please fill out the form at www.hartlepool.gov.uk/jubilee-party-application
- Set up an organising committee and agree to meet regularly.
- If a road closure is necessary, you will need to submit an application at least five weeks before the party. When submitting your road closure information, please remember to allow time to set up and clear away before and after the party, the application is time specific so remember to include these times in your request. Please fill out an application form at www.hartlepool.gov.uk/jubilee-party-application
- When planning entertainment, remember loud music should end by 10.30pm. Guidance surrounding noise can be sought from the Environmental Protection Team on EnvironmentalProtection@hartlepool.gov.uk
- When considering licensing requirements, you should visit www.hartlepool.gov.uk/licensing for general advice and guidance or contact the Licensing Team at licensing@hartlepool.gov.uk. Some licences take up to 2 months to be approved, so remember to plan well in advance.
- You may wish to publish your street party on the official Queens Jubilee Street Party website available via this [link](#).

Road closures

Where required, Hartlepool Borough Council will supply the required traffic management to the designated delivery point on Wednesday 1st June where upon it will be the responsibility of the organiser to position the equipment and collect it back in immediately after the party has come to an end.

The equipment should then be left at the agreed designation point for collection on Monday 6th June.



The Queen visiting Hartlepool in 1977 (Photo: Hartlepool Mail)

Alcohol

If you intend to sell alcohol at your event, then you will need to submit a temporary event notice (if there are less than 500 people at the event) or apply for a Premises Licence. If people bring their own alcoholic drinks, then this is not required. Please contact the Licensing Team at licensing@hartlepool.gov.uk

Entertainment

If you provide background music at an event, then a licence is not required. However, if you have any plans to provide entertainment as a main attraction then contact the Licensing Team for advice as a premises licence or temporary event notice may be required.

Sale of Goods

If goods, including food, are sold from any land to which the public has access without charge, then a street trading consent will be required. Additionally, if the sale of hot food or hot drinks takes place after 11pm, you will need to submit a temporary event notice or apply for a Premises Licence. Please contact the Licensing Team at licensing@hartlepool.gov.uk

Charitable Collections

If you intend to collect money or sell items on public land for charity, then a Street Collection Permit will be required. Please contact the Licensing Team for advice at licensing@hartlepool.gov.uk

Food

If you are planning to provide food at your event, you should visit www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events

Please contact the Commercial Services Team for further advice at HBC.CommercialServicesTeam@hartlepool.gov.uk

Temporary Demountable Structures and Inflatables

If your event plans include a bouncy castle or another type of inflatable, you should visit www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm

Serious incidents have occurred where inflatables have collapsed or blown away in windy conditions and simple precautions can help you avoid serious incidents.

All temporary structures, including inflatables, must be sourced from a reputable supplier and be set up by a competent person.

You should also notify us when filling out an application form so that we can offer advice and guidance – www.hartlepool.gov.uk/jubilee-party-application

Bunting is a traditional decoration for street parties. Please consider where the bunting will be displayed – bunting cannot be displayed over the highway itself due to safety risks. However, bunting can be displayed along the footpath by being tied to street lighting columns. Agree upon the other decorations and equipment that will be needed for the street party beforehand for example prizes, banners mementos etc.

Plan activities to suit all ages and tastes of your guests. To make it easier, don't raise money in advance, hold raffles or competitions on the day of your street party. If any stalls or sales are planned, please contact our Licensing Team for information on any applications that may be needed to complete beforehand.

Insurance is not required for a standard residential street party, however if you are an organisation or community group wanting to host an event, insurance of no less than £10 million is required. One day's cover can be purchased for a nominal fee from an insurance provider of your choice.

Plan in case of inclement weather – we all would like it to be a wonderful sunny day – but have a plan in place if it is bad weather – you cannot change the date of your street closure at the last minute. (If you are planning to have inflatables or other temporary structures like marquees, it is particularly important that you plan for wind.)

Final preparations and after the party

A week before

- Send out a reminder to your street
- Display any legal order for the road closure (if this applies to your street party)

After party clean up

- It is important to arrange the clear up beforehand
- Agree if each household takes responsibility for their own litter, or are volunteers taking responsibility for this clean up?
- Remember to please leave your street free of litter and decorations after your street party and all chairs and tables are removed to prevent any obstructions on the footpath or road
- Waste should either be disposed of in normal residential bins or any overspill can be taken to our recycling centre – you can book a slot by [clicking here](#)

Other useful links

Other useful information about the Queen's platinum jubilee and organising celebrations can be found using the links below.

- [Your guide to organising a street party - GOV.UK \(www.gov.uk\)](#)
- <https://platinumjubilee.gov.uk/get-involved-with-the-platinum-jubilee/>
- [The Big Jubilee Lunch | Eden Project Communities](#)



Illustration: Platinum Jubilee St Helen's Primary School