

# WE LOVE STREET PARTIES!

MAKE THE YEAR ONE TO REMEMBER  
BY ORGANISING A STREET PARTY!

Organising a street party is a great way to have fun with your neighbours and generate a sense of community, and now it's easier than ever before.

Eastbourne Borough Council has launched a new service to help you set up a street party in a few easy steps.

We'll be running events to show you how to organise a party in your street or how to support a local community event.

*For more information about our new street party service and to get a copy of our Street Party Information Pack...*

Call us on **01323 410000** or visit  
**[www.lewes-eastbourne.gov.uk/streetparties](http://www.lewes-eastbourne.gov.uk/streetparties)**

**A street party is a great way to meet your neighbours and build community spirit. It's a relatively easy process.**

**Here are some helpful hints:**

- Involve all ages;
- Cater for people with different tastes and interests;
- Keep it simple and flexible;
- Bring food, games and equipment to share;
- Keep entertainment and any music varied;
- Make sure music is kept low key and at a level so it doesn't cause disruption or annoyance to others;
- Make sure the party doesn't go on too late;
- If you are fundraising, do it on the day, not in advance.



## **Planning and Consultation**

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**You will need to start planning it as soon as possible, but at least 2 months in advance of the party. Make sure you consult with, and involve:**

- Residents and businesses in the street;
- Eastbourne Borough Council, East Sussex Fire and Rescue Service and Sussex Police (and any other relevant organisations);
- Call on the experience of others who have run street parties before, to get ideas and advice.

## Road Closure

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**You will need to apply at least 2 months in advance for permission from East Sussex County Council to close the road.**

### Think about:

- Alternative traffic routes to minimise disruption;
- Signage to advise people that the event is happening and the road is closed.



## Insurance and safety

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- Minimise any risks from accidents, damage and prepare for adverse weather conditions;
- Agree in advance that everyone should take responsibility for their own safety and equipment;
- For small scale street parties, Public Liability Insurance may not be required. You will need to investigate this with the council.

## Other Permissions and licences

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You will not need a Temporary Event Notice if any 'performance' is 'incidental' to the day or 'background,' including recorded music. If you plan to charge for entrance, entertainment or alcohol, you will need to apply for a licence.

## Further advice and information

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**For further guidance and application forms, visit our website at:**  
**[www.lewes-eastbourne.gov.uk/streetparties](http://www.lewes-eastbourne.gov.uk/streetparties)**

**Further tips on running a successful street party can be found at [www.streetparty.org.uk](http://www.streetparty.org.uk)**

**Contact the Customer First Team for help:**  
**Town Hall, Grove Road, Eastbourne, BN21 4UG.**

**Email us: [customerfirst@lewes-eastbourne.gov.uk](mailto:customerfirst@lewes-eastbourne.gov.uk)**

**Telephone: (01323) 410000.**

**This leaflet is available in large print format on request**