

Report for: Record of Decision Taken Under Delegated Authority

Item number: 3

Title: Street Parties

Report  
authorised by : Head of Traffic Management:

*operations*

*Stumpson*

Cabinet Lead Member for Environment :

N/A

Lead Officer: Alicia McGilvery , Alexandra House, 5<sup>th</sup> Floor, N22 7TR,  
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Ward(s) affected: West Green Road/ St Anns/Muswell Hill/Fortis Green /Bounds  
Green

Report for Key/  
Non Key Decision: Non key decision

- 1.0 Describe the issue under consideration
  - 1.1 To seek approval to proceed with special event traffic order to enable street parties to take place. The road closures are listed in section 7 of this report.
- 2.0 Recommendation
  - 2.1 It is recommended that the Head of Traffic Management:  
  
Approves the making of the Traffic Order to implement roads closures for a street party in the roads listed in section 10 of this report.
- 3.0 Reasons for decision
  - 3.1 To allow for street parties to take place in the roads listed in section 10 of this report.
- 4.0 Alternative options considered
  - 4.1 None.
- 5.0 Background Information
  - 5.1 Under Section "16a" of the Road Traffic Regulation Act 1984 the Council may temporarily prohibit/restrict the use of a road by reason of 'special event' be it for a sporting event, social event or entertainment.
  - 5.2 The majority of special event orders are for 'street parties' organised by a local resident to facilitate a social gathering of the community in their street. Usually a street party will involve a full closure of a road or part of a road.
  - 5.3 The Council can recover all costs involved with the processing of a 16a Order, as directed by the Local Authorities (Transport Charges) Regulations 1998. On average, the Traffic Management Group process 25-30 Special Event Orders in any one year and the nominal charge for applications is now £80 for a street party application.
- 6.0 Statutory Consultation
  - 6.1 Statutory consultation is not required for the making of a special event order.
- 7.0 Procedural Requirements
  - 7.1 There are no statutory procedures to making a 16a Order.
  - 7.2 Presently, Haringey Council carry out their own procedures which are proportionate to the size of the event and the Council operate their two tier charging structure based on the recovery of costs of those procedures involved, as follows:

For street parties or fetes:-

- Review/log application to check criteria is met;
- notification is made to the emergency services and statutory parties;
- event details are entered on to 'Confirm' so as to co-ordinate the event with other planned works or closures which may conflict with the holding of the event;
- street notices are placed on lamp columns in the vicinity of the event within one week of the Order coming into effect;

8.0 Event Conditions

8.1 Applicant requirements are listed on the application forms (attached to Appendix 1 to this report).

9.0 Equal Opportunities

9.1 Applications for a special event closure are available to all members of the public, regardless of where they live or work.

10.0 Special Event Orders for Approval:

*NOTE: the proposed Orders below are for event organisers that have met the application criteria set out in the Event Conditions.*

Name of Street	Time/date	Extent of road closure and no waiting area
Belmont Avenue N17	Saturday 29 <sup>th</sup> April 2017 Time: 4:00 to 18:00	Road closure of Belmont Avenue N17 from its junction with Downhills Park Way N17 to numbers 45 one on side and number 6 on the other.
Hillfield Park N10	Sunday 30 <sup>th</sup> April 2017 Time: 06:00 to 23:00	Road closure of Hillfield Park N10 from number 40 to its junction with St James Lane N10
Passmore Gardens N22	Sunday 18 <sup>th</sup> June 2017 Time: 10:00 to 20:00	Road closure of Passmore Gardens N22 from its junction with Woodfield Way N11 and Gordon Road N11

11.0 Recommendations

11.1 It is recommended that the Head of <sup>Operations</sup> ~~Traffic Management~~ approves the making of the Special Event Orders described in Section 10 above.

- 12.0 Contribution to strategic outcomes
  - 12.1 N/A.
- 13.0 Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance Equalities)
- 14.0 Comments of the Head of Legal Services
  - 14.1 N/A
- 15.0 Chief Finance Officer Comments
  - 15.1 N/A
- 16.0 Staff Side Comments
  - 16.1 N/A
- 17.0 Summary and Response
  - 17.1 Applications have been made for road closures for street parties for the roads listed in of the roads listed in section 10 of this report.
  - 17.2 The applications have been approved and the Orders for the road closures will be made. Responses will be made to the applicants and street notices will displayed in the roads affected.
- 18.0 Use of Appendices
  - Appendix 1 – Street Party / Fete Road Closure Conditions
- 19.0 Local Government (Access to Information) Act 1985
  - 19.1 N/A

# APPENDIX 1

## STREET PARTY / FETE ROAD CLOSURE CONDITIONS

### **COSTS**

The Council makes a charge of £80.00 to cover costs for making the event order and providing notices for residents to display in the street.

### **DATES/TIMES**

Application for the road closure must be made at least 8 weeks in advance of your event date.

The road should preferably be a cul-de-sac/quiet residential road and be closed until no later than:-

- Midnight on Fridays, Saturdays and Sundays before a bank holiday; and
- 22:00 on Sundays and Bank Holidays.

The event should preferably finish 1.5 hours before these times in order for organisers to clear the road before it re-opens. Main roads, bus routes, bus diversion routes, and blue routes (Emergency vehicle routes) cannot be closed for street parties. In the event of conflicting road works in the vicinity of the street party the Council reserves the right to refuse the application.

### **INSURANCE**

The organisers are advised to obtain public liability insurance from a reputable insurer with a limit of indemnity no less than £5million for each claim. Insurance is more necessary if (eg.) staging, maypoles or bouncy castles are used. No damage is to be caused to the carriageway, footway, street trees or street furniture. The street is to be left in a clean and tidy condition.

### **LICENSING**

If you want to sell alcohol, or intend to provide entertainment to the wider public, or charge money for your event, you will need a Temporary Event Notice which is a type of temporary licence and costs

£21. Contact the Council's Licensing office on 0208 489 8232 for enquiries regarding a Temporary Events Notice.

### **PUBLIC CONSULTATION**

The applicant should seek agreement with all residents within the closed section of road and should obtain signatures providing evidence to that effect. Use the 'Street Party Resident Form' on the next page to indicate the results of the consultation. One signature per household only.

### **TRAFFIC SIGNAGE**

The closed street needs to be indicated with appropriate temporary signing in accordance with the Traffic Signs Regulations and General Directions 2002. 'Road closed' signs and 'no waiting'/traffic cones can be obtained from hire shops (eg: HSS Hire) or purchased from road sign suppliers. All junctions adjoining the closed section of road should be signed. Diversion signs should be appropriately placed to direct traffic along alternative routes if necessary.

#### **ACCESS REQUIREMENTS**

Access must be provided for pedestrian and emergency vehicles at all times. The layout should be such that a clear route along the road could readily be made available for the passage of emergency vehicles. The minimum available width for vehicles should be 3.25 metres and 1.5 metres for pedestrians. Fire hydrants and hydrant marker posts should be kept clear of obstruction.

Please return the application form to *Haringey Council, Special Events, Traffic Management, 2<sup>nd</sup> Floor North, River Park House, 225 High Road, Wood Green, London, N22 8HQ* with the following items:

- Copy of a letter or a leaflet, which has been distributed to residents/businesses of the road along with the attached Street Party Resident Survey with signatures form confirming their agreement.
- A £80.00 cheque made payable to LONDON BOROUGH OF HARINGEY and the name of the street to be closed written on the back.