

Big Lunch Street Event 2022 Frequently Asked Questions (FAQs)



Introduction

Whether your event takes place in the street, a park or open space, this FAQs document sets out the sort of questions party organisers might need answers to when planning for this year's Jubilee / Big Lunch street or park event.

The council is happy to support all Jubilee & Big Lunch event that take place from the 2nd to the 5th of June 2022. Note that for each street only one day out of the four days will be permitted. Please be aware that outside of this weekend normal charges will apply.

We do advise that you read this document before completing the online event form.

The location and the activities of your party will dictate if any specific Licences or insurance and their related costs may need to be acquired. The information below explains what planning actions you can take to avoid incurring costs or additional red tape for your Big Lunch.

The requirements differ between street parties and the use of parks or open spaces, so for your ease we have split the document into:

- | | |
|--------------------------------------|--------|
| 1. General information | Page 2 |
| 2. Street parties information | Page 3 |
| 3. Parks and open spaces information | Page 5 |

We hope this document helps you in planning a successful Big Lunch street/park event. If you are unsure on any area, then please contact us Parties@croydon.gov.uk
Alternatively complete the online event form with as much detail as you can and the appropriate council officer will respond with any necessary guidance or requests for additional information.

1. General information

1.1 I need help completing the online party event form, what can I do?

If you feel you need help to complete the online party event form, why not ask a colleague or a friend to help you.

1.2 What happens once I submit the event form?

Once you have completed and submitted your [party event form](#) it will be assessed and shared with the appropriate council departments. Dependent on the size, venue and range of activities you are planning, they may contact you for additional information, with specific guidance - on areas such as the sale/consumption of alcohol, or to confirm whether or not your event can go ahead.

1.3 Recycling/Refuse collections after Big Lunch

The council will not provide additional collections after the celebrations and the normal limit of three bags per household will apply. If you want arrange for bulky waste collection further details can be obtained here <http://www.croydon.gov.uk/environment/rrandw/collection/other-collections/bulkywaste>

For information on where you can take your additional refuse/recycling please see the following link for information on [refuse / recycling sites](#)

1.4 We're having a tombola/raffle - do we need permission?

If the tombola/raffle tickets are sold on the day and the prizes are not worth more than £500 in total then it will be exempt from gambling regulations. If tickets are sold in advance of the event, you will need a lottery registration but do speak to the council first by emailing

licencing@croydon.gov.uk

Any proceeds from the tombola/raffle must go to a good cause such as charity or even covering the cost of your party. Alternatively, if you did want to raise some money for your local faith group or charity, you can always ask people for donations.

1.5 Will the council advertise my event?

The council is required to release information on its website of any road closures and the date it will take place, although we will not indicate the reason for the road closure.

If you are happy for your contact details and event to be shared with the local press then please confirm in the relevant section on the [party event form](#).

2. Street event information

Each application to hold a street event will be considered on its own merit, and several things will be considered as part of the application process:

- ❖ the street cannot be part of the main road network or have a bus route operating on it
- ❖ very high traffic or pedestrian disruption would be created
- ❖ nature of any objections to the event
- ❖ if an extensive diversion route would be required, or clashes with works in place or other street parties already planned
- ❖ the ability to maintain a route for emergency service vehicles
- ❖ The Street Party may take place for a single day on any of the celebration periods (2 June to 5 June) between the hours 9am to 11pm.

2.1 Do I need permission to close my road?

Yes. Wherever it is possible, we will allow you to close your road. However in certain instances this may not be possible. You can apply for your road to be closed by completing the online [party event form](#).

To allow the council enough time to put the relevant procedures in place we are asking residents to submit their forms **by Friday 6 May 2022** for all Big Lunch parties.

2.2 What can I do if I don't think my road is suitable for a street event?

There are various public spaces around the borough you could use, such as parks.

For more information please see section 3 for **Parks and open spaces information**.

Alternatively, why not see if residents in neighbouring streets are interested, or your local school or community groups. [The Big Lunch](#) also has a tool on their website which allows you to search and contact other street parties happening in your area.

Please note that you will need to seek permission from the council, if you intend to have a big lunch on a council estate.

2.3 Do I need public liabilities insurance?

No, provided that your street party is a private event, i.e. not open to the general public or advertised beforehand.

However you may wish to consider if insurance would be a good idea. [The Streets Alive](#) and [The](#)

[Big Lunch](#) websites both provide useful guidance and further advice.

Quotes for insurance start from as little as £50. The costs can always be split between residents, or you could hold a raffle or ask for donations to cover the costs.

2.4 We're serving alcoholic drinks - do we need an alcohol licence?

Licences are only required if alcohol is sold. At a private party, sharing drinks with your neighbours does not require a licence. If you did want to sell alcohol, you will need a Temporary Events Notice form. This form costs £21. You can apply for the licence by completing the online application form [Temporary events notice \(TEN\) | Croydon Council](#)

2.5 Do we need a 'special event' traffic regulation order?

Yes, a 'special event' traffic management order has to be made to close a public highway to vehicular traffic. Street notices would be provided and should be erected on lamp columns within the road to be closed in advance of the event, notifying the public that a street party is being held.

2.6 Do I need to do a risk assessment?

No, providing that your street party is a private event, i.e. not open to the general public or widely advertised beforehand. Once you have submitted your online [party event form](#) a council officer will contact you to confirm if a risk assessment is required.

You may wish to think about how you can minimise things going wrong and have a back up plan, for example - what would you do if there was bad weather? Can you use paper plates and cups rather than glass? Have you made sure an adult is in charge of the BBQ, as well as have two cars in front of the road closure metal barriers and somebody to manage if there happens to be an emergency etc?

2.7 What happens if the emergency services need access?

If you are given permission to close your road, we strongly recommend that you arrange for a few organisers to be responsible for moving signs/barriers and helping to direct should any emergency vehicle require access to the road.

2.8 Can I have tables and chairs?

Yes. Whilst the council is unable to provide you with tables or chairs, you might wish to contact a local school, business or voluntary organisation to see if they can help.

2.9 Can I use electricity from a lamp-post?

No. If you are intending to use power, you might want to hire a generator, or if you are going to run extension leads from houses you should consider some form of cover to avoid trips and slips.

2.10 Does my BBQ need to be in a specific area of the street?

Yes. You will need to position your BBQ where you feel is most appropriate taking into account safety and positioning of the BBQ. Please make sure that there is some form of barrier to cord off the bbq from where young ones may be. We would advise that you do consider how to clean up or avoid possible oil, fat or debris that can spill from the BBQ, especially as this could be outside a property other than your own.

2.11 How long can my street party go on for?

There is no specific time limit to how long your event can last on the day; however you should consider the welfare of your neighbours. Past 11pm it would be advisable to reduce the noise levels of music and of your guests in general. You might also just inform neighbours of what time the party will start and end. We will also highly recommend that you get approval signatures from all your neighbours which you can submit with your form.

2.12 We're playing music - do we need an entertainment licence?

No. If your street party is a private party for residents and the music is not advertised in advance to attract people, and you're not making money then there is no need for a licence for your music, whether it's live or recorded.

2.13 Do we need a permit to serve food?

No but all food must be prepared and served in a safe and hygienic way. If you are planning selling food to a number of people it is advisable to register with the Council, registration of a food business is free. Please use this link to read more <https://www.croydon.gov.uk/business-licences-and-tenders/health-and-safety-and-food-safety/food-safety-and-food-hygiene/food-premises-registration>

Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one another. Please remember to ask them to label all ingredients used for food allergies. This is also a good way to bring different groups of people together.

2.14 Do you plan to sell anything?

You will need to acquire a Licence if you intend to have a stall to sell alcohol, merchandise or drinks, you will require a street trading Licence. For more information please email licencing@croydon.gov.uk.

If you are planning to sell food you will have to contact food.safety@croydon.gov.uk for all your food safety and H&S queries.

2.15 Do we need to clean up afterwards?

Yes. You will need to clean up after your street party. It's your street, your party, so keep your local area clean and tidy. Let people know in advance what time the party will finish and have a section set aside for bin bags and recycling.

The council will not provide additional collections after the celebrations and the normal limit of three bags per household will apply. If you want arrange for bulky waste collection further details can be obtained here <http://www.croydon.gov.uk/environment/rrandw/collection/other-collections/bulkywaste>

For information on where you can take you additional refuse/recycling please see the following link for information on [refuse / recycling sites](#)

3. Parks and open spaces information

Please Note - Big Lunches in parks are for pedestrians only – no vehicles are permitted under any circumstances.

Also, be please be advised that pre-existing/commercial bookings may already exist in certain parks on certain dates, so do check with Events@croydon.gov.uk before making any firm plans.

You will need permission to use one of the borough's parks. It would be beneficial to have a record of all the events that took place for Big Lunch across the borough.

3.1 How can I tell if the area is classed as an open space or a park?

At the bottom of this document we have provided a list of all available parks in the borough. If you have an open space you would like to use but are unsure who the owner is, i.e. whether it is council land or housing association, enter the details on the [party event form](#) and we will be able

to tell you.

3.2 Do I need permission to hold a party in the park?

Even if your proposed party is simple you will still need permission from events@croydon.gov.uk but not necessary pay a hire fee. However, any event with the following will be classed as an EVENT and will need booking:

- Preparation of hot-food
- Selling alcohol
- Performing (dance/music etc)
- Selling food
- Use of marquees or bouncy castles

If you meet any of these criteria then your party will be classed as an event and amongst other things you may be required to show proof of public liabilities insurance, pay for a Temporary Event Notice (TEN) and provide a risk assessment.

To avoid your party being classed as an event, keep it simple. If you're just going to turn up and have a picnic then you'll be unlikely to incur costs or form filling.

3.3 If my party is classed as an event, what will I need to do?

Once you have submitted your event form, an appropriate council officer will contact you with guidance on what the next steps will involve.

3.4 Do I need public liabilities insurance?

If your party is not classed by us as an event, then no. If it is classed as an event then you will be advised on what level of cover you will need.

Even if it is not required, you may want to consider if insurance would be a good idea. The [Streets Alive](#) and [The Big Lunch](#) websites both provide useful guidance and further advice.

Quotes for insurance start from as little as £50. The costs can always be split between residents, or you could hold a raffle or ask for donations to cover the costs.

3.5 We're serving alcoholic drinks - do we need a licence?

Alcoholic drinks for personal consumption is allow in parks; however sale and distribution would require a licence.

If you want to serve alcohol your party will be classed as an event, (**see 3.2 for more information**) . If you did want to sell alcohol, included with the park hire charge, you will also need a Temporary Events Notice form. This form costs £21, and you can apply for the licence by completing the online [Temporary events notice \(TEN\) | Croydon Council](#)

Please note that there are **Controlled Drinking Zones** within the borough in which the Council and police have declared a prohibition.

3.6 Do I need to do a risk assessment?

If your party is classed as an event you will be required to carry out a risk assessment.

See 3.2 for more information.

3.7 Can I have tables and chairs?

You can have a few chairs and tables. However dependent on the scale of your party it could be deemed to be an event.

See 3.2 for more information.

3.8 Do we need a permit to serve food?

If you are planning to sell food then you will need permission. You can apply for permission by completing the online [party event form](#). To avoid the need for this, the simplest way would be for all attending to bring a picnic.

3.9 Can I have a BBQ?

BBQ's are no longer allowed in any of the borough's parks, except if you are a licenced event organiser; this is to ensure they are handled by a responsible person. Please note that you will need Licence if you intend to sell the food or drinks.

If you want to have a BBQ in any of the borough's parks then it is council policy that your party will be classed as an event and there will be a cost. To avoid a charge why not consider keeping it simple and having a picnic instead.

For information on events see 3.2.

3.10 We're playing music - do we need a licence?

If for example, you and a few friends take a guitar or small stereo between you for quiet and private use then no. If the music is advertised in advance to attract people, is anticipated to attract a large volume of people, could cause a large volume of people to come together to view the performance, or you're making money from the performance, then you will need a licence for your music, whether it's live or recorded.

See 3.2 for more information.

3.11 Below is a list of available parks as possible alternative sites for your parties

Bensham Manor

Thornton Heath Recreation Ground

Broad Green

Wandle Park

Coulsdon East

Coulsdon Memorial Ground

Grange Park

Coulsdon West

Rickman Hill Recreation Ground

Croham

Haling Grove

South Croydon Recreation Ground

Fairfield

Park Hill Recreation Ground

Lloyd Park

Heathfield

Shirley Church Recreation Ground

Addington Park

Kenley

Higher Drive Recreation Ground

New Addington

Milne Park Recreation Ground

Norbury Ward

Norwood Grove

Pollards Hill Recreation
Ground

Norbury Park

Purley

Rotary Field

Sanderstead

Purley Beeches

Wettern Tree Gardens

Sanderstead Recreation Ground

Selhurst

Whitehorse Road Recreation Ground

Selsdon & Ballards

Selsdon Recreation Ground

Coombe Wood

Shirley

Parkfields

Millers Pond

South Norwood

South Norwood Lakes

South Norwood Recreation Ground

South Croydon

Waddon Ponds

Duppas Hill Recreation Ground

Thornton Heath

Grangewood Park

Upper Norwood

Upper Norwood Recreation Ground