

STREET PARTY ORGANISATION

INFORMATION SUPPLIED BY LEICESTERSHIRE COUNTY COUNCIL

On 6th February this year Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, marking 70 years of service to the people of the United Kingdom, the Realms and the Commonwealth.

To celebrate this unprecedented anniversary, events and initiatives will take place throughout the year, culminating in a four day UK bank holiday weekend from Thursday 2nd to Sunday 5th June. The bank holiday will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone.

Thinking of holding an event to celebrate The Queens Platinum Jubilee?

Detailed below is some information and key dates that you may find useful to get you started.

Planning on having a street party to celebrate the event?

You will need to apply to Leicestershire County Council to close your street/road to traffic by completing sections 3 and 4 of the **Queen's Jubilee event registration form**, which can be found at: <https://www.leicestershire.gov.uk/about-the-council/how-the-council-works/civic-and-ceremonial/the-lord-lieutenant/her-majesty-the-queens-platinum-jubilee#planning>.

All fees associated with the legal application have been waived for The Queen's Jubilee and the application time reduced to 6 weeks, please note this is ONLY for The Queen's Jubilee and does not apply to other events.

If you wish to apply for a road closure or any other restrictions the last date for submission is Friday 15th April 2022. Applications after this date may not be able to be fulfilled.

Given the occasion and following Government guidance we will not be asking for the usual required documentation for a road closure such as an in depth risk assessment, however consideration still needs to be given to ensure the safety of all attendees and an enjoyable event. Within the registration form you will find some additional information for you to consider. Further Government advice on road closures for street parties can be found here; www.gov.uk/government/publications/your-guide-to-organising-a-street-party.

The information you supply to us regarding your event will be shared with the emergency services so they can put their own plans and resources in place. Please submit your registration form in good time, it is better to submit draft plans than nothing at all. It is

essential that the emergency services are kept well informed of the events and we would rather know something is happening well in advance than finding out the day before.

Signs and Cones

Leicestershire County Council Highways is offering the loan of signs and cones, should you require these please complete the signs form attached. Please be aware signs and cones must be collected from, and returned to, the LCC Mountsorrel Highways Depot. Appropriate arrangements will need to be made for collection or a quote for delivery can be requested.

The deadline for your cones and signs applications is Friday 15th April 2022, after this date we cannot guarantee availability.

Please note that the fees for the loan of signs will be waived for all Platinum Jubilee events but equipment must be returned or it will be invoiced for.

Council Owned Land and Licences

If you would like to organise an event on Council land or a greenspace or to find out about licensable activities such as selling food and drink or having music on a stage please use this link where you will find details for each Borough or Districts page;

<https://www.leicestershire.gov.uk/leisure-and-community/parks-and-outdoor-activities/plan-an-event/licensable-activities>

Key dates for the diary

Task	Deadline	Contact
Event Registration Form submission Signs and cones application	15/04/2022	eventsnetworkmanagement@leics.gov.uk

If you have any questions or require any support completing any of the documentation, then please do not hesitate to get in touch.

Events Team
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