**Queens Platinum Jubilee Celebration Events in Cheshire West**

**Guidance 2022**

**Cheshire West and Chester Council**

**Queens Platinum Jubilee Celebrations**

This year sees another unique celebration in our history, Her Majesty, The Queen’s, 70th year as our Monarch and Head of the Commonwealth, her Platinum Jubilee. In celebration of this, many communities may wish to mark the occasion over the extended Bank Holiday weekend from Thursday 2nd to Monday 6th June with events to commemorate her reign.

Where events or gatherings are planned, communities need to coordinate and document their event as with any other type of gathering, to maintain the safety of the public. The information below outlines the application process and some of the considerations when planning an event. For large or complex events, there will need to be additional conversations with the Council to consider arrangements.

**Organisation.**

To plan an event, groups should come together to form an organising group. While they don’t have to be constituted this does make things easier to manage and it helps to clarify roles and responsibilities. Where a group is not constituted, the lead organiser needs to understand that they become individually responsible for the planning and safety of the event. If a community want to run an event but feels they don’t have the experience to plan an event, please contact the Council. We are in touch with the Cheshire West Voluntary Action who may be able to identify a person locally who can advise. Use section 1 and 2 in the application form below to raise the issue.

**Types of event**

While there is a range of different types of events, this Guidance focuses on three typical requests for these types of occasion.

* Street Parties
* Bunting Across the Highway
* Beacon of Light

**Street Party.**

Street parties are a popular form of celebration for a local community. Historically these have been on the road within a community, with activity taking place over the day.

When an event is on the highway, the safety of the people and the road is the primary factor. In these situations, a legal road closure will need to be applied for from the Council.

For the purposes of the Queens Platinum Celebrations the Council has waived the costs of producing the legal closure order.

All road closures will however require an agreed method to close the road which in many cases will require contracting a traffic management company to provide the correct signs to inform of the closure in advance, and then close the road on the day. Please note that when a closure is in place it does mean that there is no vehicular access through the site, even if a person lives on the road. **The cost of a traffic management company must be covered by the organiser/organising committee.**

There may be opportunities for applications from Member budgets to assist with costs, but this will be dependent on the costs for the event and the number of requests in the area. Contact your locality officer or local member for more information.

**The recommendation is, if at all possible, aim to hold a street party off the road in a car park, village green or other space. This is more cost effective and causes less disruption.**

If the road is the only option, then there a few things that need to be done.

1. Ensure that most of the people who will be impacted are happy that the road is closed.
2. While one person can take the lead in holding the event, it is better if it is a (constituted) organising group.
3. The event will need a minimum of £1m public liability insurance. This can be gained online starting at £59 depending on the complexity of the event. The link below is an example but there are other companies who provide this type of insurance. For many communities there may be organisations who already hold the correct insurance and are part of the organisation of the event.

[Street Party Insurance | Street Play | Event Insurance Services - Event Insurance Services (events-insurance.co.uk)](https://www.events-insurance.co.uk/event-insurance-policies/street-party-insurance/overview)

1. If the road is a one entrance cul-de-sac then the highway authority will allow the organiser to close the road with an agreed method of equipment used.
2. If the road has two entrances and is very quiet in its nature, then the highway authority will allow designated local people to close the road, but the organiser must contract in the correct signage both prior to and on the day. If there are no local people trained a conversation will need to take place to see if there are any other locally trained volunteers or if training could be enabled. If this is not possible it may then require contracted traffic management to deliver the road closure.
3. If the road is a through route or more complex, then this will require a contracted traffic management company and they will provide all the equipment and diversions for the event.
4. If an event will have the sale of alcohol or play live music in the form of a band, then the event venue will require a licence for these regulated activities. If one is not already in place there will need to be a conversation with the Council’s Licensing Team.
5. If your event plans include a bouncy castle or another type of inflatable, there will need to be a detailed conversation regarding this.
6. For any community events the organisers should detail how they would deal with a medical issue. For larger events it’s possible a contracted medical company should be brought in.

**Bunting crossing a highway**

Guidance and conditions for hanging bunting over or near the highway.

To celebrate the Queen’s Platinum Jubilee in June 2022, the Council recognises that some communities may wish to hang bunting in the streets to bring colour to the celebrations. The Council will welcome requests from communities who wish to include bunting as part of their celebration planning in line with the current legislation.

Communities must be aware that to hang or place bunting over, along or in the highway is unlawful without having first obtained the consent of the highway authority under the Highway Act 1980, section 178.

The purpose of consent is to prevent, as far as possible, damage and injury to persons using the highway, which might arise if the placing of bunting was unregulated.

Consent given by the Council under these provisions will therefore have attached to it a series of terms and conditions with regard to the fixing, placement, maintenance and removal of such items. The conditions are to ensure the safety of road users, the general public and to protect the applicant/organiser in the event of any claim arising as a consequence of placement.

A request for the placing of bunting within the highway must be made not less than six weeks before the date of the proposed installation. This will give sufficient time to process the application and resolve any difficulties that may arise. **Please note this will require an application in advance of the dates below.**

Following an application, an assessment will be carried out to consider where road closures would be required to allow safe installation. This will also consider the nature of the roads and the time that the work should be carried out.

Due to the height of the work, this must be carried out under the “working at height regulations” [Working at height: A brief guide (hse.gov.uk)](https://www.hse.gov.uk/pubns/indg401.pdf)

A request must be accompanied by the following essential information: -

* Proposed location of bunting on a site plan.
* Dates required (commencement of installation to complete removal)
* Certified copy of current certificate of public liability insurance (£10 million)
* Description of type of bunting to be used
* Contact person (24 hours), tel. no. (fixed and mobile), e-mail and postal address
* Method statement for installation, maintenance and removal of bunting
* Copy of written consent from the owner(s) of the fixing points to use them (where applicable). Please note - the use of Christmas Lights fixing points could be a good option for a number of towns.
* Copy of the current structural adequacy certificate (obtained from owners of the fixing points).
* With regard to headroom, the minimum clearance to underside of bunting must be:
  + Designated High Load Routes – 7.5m
  + Other carriageway and shared surfaces where vehicles have access – 5.5m (18ft)

If a community wish to consider the use of lighting columns, this will be considered on a case-by-case basis. It should be anticipated that there will be a need for an equipment assessment which could delay approval. This should be built into the planning time for the request.

The use of road sign supporting posts, beacon poles or traffic signal posts will not be allowed.

Bunting should preferably be made of a water-resistant material to avoid extra weight in rain (or snow). Maximum size of individual pennants to be 300mm long by 230mm wide due to the increased load as a result of high wind.

The Council reserves the right to remove the bunting should it become unsafe. The cost of so doing will be recovered from the applicant.

**Beacon of Light**

The lighting of a Beacon is a key part of a Jubilee celebration.

The National Beacon lighting across the UK will take place on Thursday 2nd June at sunset. More time details will be published closer to the date.

Typically, there are four types of Beacon that can be considered. These carry a range of risks which must be considered as part of your planning. The location of the Beacon and the numbers of people attending is a key consideration. While some Beacons are on private property you do need to consider safety and management arrangements if a number of people are likely to attend. For more information view [The-Queens-Platinum-Jubilee-Beacons-Guide-1.pdf (lordlieutenantmoray.co.uk)](https://www.lordlieutenantmoray.co.uk/wp-content/uploads/2021/06/The-Queens-Platinum-Jubilee-Beacons-Guide-1.pdf)

Other items to consider for each type of Beacon are:

**Bonfire**

Having a suitable location to gather and hold the event is the first consideration. Ensure there is a significant distance from the bonfire to any properties or areas which could catch fire. Consider safety distances for windy conditions or where it may not be safe if the wind is very strong. Smoke from large bonfires may drift across roads and obscure the vision of drivers and pedestrians and potentially lead to accidents. Finally, it is important to ensure that only suitable, dry material is placed on the bonfire and that no household rubbish, tyre, or plastic materials are placed on it- For these reasons, this type of event requires greater project management and staff to manage safety.

**Traditional Beacon at permanent beacon site**

If holding a gathering, consider where an audience will stand. Ensure this is not on an open road. If this is the only option, you would need to consider a road closure.

If a community would like to install a permanent beacon, this does require planning permission. This could be done after the event but if this is the wish, you need to make contact at the earliest opportunity.

**Temporary Gas Beacon**

For this type of Beacon, the aim should be to have a location that is suitable for the flame and any audience attending the event. This is a lower risk as there is greater control of the flame.

**Light Bulb Beacon**

A new more environmental format of a Beacon, these are the safest type. If it is likely to attract an audience, ensure the viewing area is away from open roads.

**Local Review**

For all events, it’s important that a group of people plan and coordinate the events. These people must produce all relevant documents to maintain a safe event.

For more information on planning any event please contact the events team at [**artswest@cheshirewestandchester.gov.uk**](mailto:artswest@cheshirewestandchester.gov.uk) for a copy of our general Guidance for Event Planning

**Timeline for requesting the event.**

* If a community wish to hold one of the events described, the first step would be to hold a meeting with interested people and discuss your plans.
* Where there are costs, ensure a budget and all the money is in place to deliver your event. If the event is large and more complex with the sale of alcohol or a music event you will need more licences and approvals in place.
* If the event is on the highway, contact all those people who own properties that will be impacted to gain support.
* If the event is not on the highway and on private land, ensure you have permission from the landowner prior to any application.

All applications should be submitted to: [**artswest@cheshirewestandchester.gov.uk**](mailto:artswest@cheshirewestandchester.gov.uk)

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| 15 April 2022 | Request for bunting; the application must be made by this date for deployment from 27 May 2022. No bunting may be hung before this date. |
| 22 April 2022 | All applications for events during the Jubilee period (Thursday 2nd to Monday 6th June) must be submitted by this date (includes Street Parties, Beacons of Light).  This must include all event documents and proof of insurance This is to allow consideration by the Safety Advisory Group, of the event taking place. |
| 9 May 2022 | Events requesting a road closure will be confirmed from this date |
| 20 May 2022 | For road closures, Advance Warning signs will need to be in place from this date. All signs must be removed in the evening at the end of the event. |
| 27 May 2022 | Approved bunting can be deployed from this date. Removal date will be agreed as part of the confirmation process with the latest date being the 3rd July. |

**Next Steps**

* Hold a meeting with interested parties in your community to discuss the issues and make a plan.
* Identify a person who will head up the event.
* For events where members of the public are attending, the organiser should produce an event plan detailing what is being delivered and who is responsible. As part of this plan, a risk assessment should be carried out to look at what risks the event would have and any measures to reduce these risks. For a sample risk assessment form please see the link. [risk-assessment-template-2 (cheshirewestandchester.gov.uk)](https://www.cheshirewestandchester.gov.uk/documents/leisure-culture-and-tourism/arts/running-an-event/risk-assessment-template-2.pdf)
* If you require a road closure, identify a budget for the event to cover the cost of traffic management and insurance. At the lower end this would be approximately £300. For a complex location event this could be closer to £1000. If at this stage insurance can be identified with an existing organisation, get this agreed. If not, start to look at a one-day insurance policy at £1m Public Liability. For more complex events this may need to be increased.
* Make the application to hold the event and contact a traffic management company.

**Application**

1. Community name or village.

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1. Name of organiser

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1. Email of organiser

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1. Telephone number of organiser

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1. Address of organiser

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1. Type of events you wish to hold (indicate all that apply)

Street Party on road yes / no

Street party off road yes / no

Bunting across the highway yes / no

Beacon yes / no

1. Other types of event. Please give details

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1. Date of event

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1. Time of event

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1. Location of street party or bunting if on the highway, name of road.

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1. Is the scale of the event likely to impact the road with spectators. How many people are you planning to attend?

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1. Does the event plan to have a bouncy castle or inflatable?

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1. Is there a parade planned as part of an event?

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1. What is the route? Include all road names.

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1. What are the timings of the parade, start and finish

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1. Has a traffic management company been identified?

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1. If yes, please provide contact details of traffic management company.

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1. Please provide details of any Beacon including location, type of Beacon and numbers of people who may attend.

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1. Does the event have an agreed insurance policy? Please provide a copy of the insurance certificate.

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1. What provision is in place to manage any medical issues?

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1. Does the event intend to sell alcohol or have live music?

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1. For Bunting requests also provide:

Installation date -

Removal date -

1. Any other details?

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**Please email your form to:**

[**artswest@cheshirewestandchester.gov.uk**](mailto:artswest@cheshirewestandchester.gov.uk) **by:**

**Friday 15 April 2022 for bunting requests**

**Friday 22 April for all other events**