

## **LONDON BOROUGH OF MERTON**

### **STREET PARTY / PLAY STREETS / EVENT**

### **TERMS AND CONDITIONS**

The purpose of this document is to lay out Merton Council's (Referred to as the 'Council') Terms and Conditions for all Events and Activities on the Highway. This includes but is not limited to Street Parties, Play Streets, Jubilee's, Fete's ETC.

Any and all Events on the Highway must be licenced in accordance with this document to ensure that any incident, claims, demands, proceedings, damages, expenses and costs are not the responsibility of the Council.

This document serves to:

- 1) Indemnify and keep indemnified the Council, their Officers and Servants from and against all claims, demands, proceedings, damages, expenses and costs that may be made or arise in connection with the event and which, but for the granting of permission contained herein would not have arisen.
- 2) Prior to the commencement of the event to notify as soon as possible the Council of the name of the Licensee or the person or persons who, on behalf of the licensee, will at all times during the event remain at the event and fully supervise and control the event.
- 3) The decision to approve your application will consider the potential impact on the road network. Your event will only be authorised in residential streets that are not bus routes, and each event will be assessed individually.
- 4) Your event will be considered against other events and road works happening on the Network and where necessary will be advised of a new date or a joint event.
- 5) Your event may start and end anytime between 9am and 9pm.
- 6) Vehicular access and egress for residents or businesses and their visitors must be maintained during any closure period.
- 7) On-street parking will not be restricted for residents during the event.
- 8) In the event of an emergency or urgent works for example; a water or gas leaks, the Council reserves the right to suspend your Event.
- 9) The organiser is responsible for arrangements for placing cones and signs for the closure. These must always comply with the Councils requirements i.e., signs must be placed in a prominent position visible to drivers and the cones must be placed a maximum of 1.5m apart, in connection with Chapter 8 'Safety at Street works and Road works' (Red Book) Equipment must be removed immediately to allow access for the emergency services, residents and businesses.
- 10) The organiser is responsible for the removal and storage of all equipment at the end of the Event. Closure points should be permanently manned to ensure the safety of those in the street and also to enable access if required.
- 11) You must clean the street in order to return it to its condition prior to the closure and this must be done before the road is reopened.

- 12) The organiser must provide volunteers to act as stewards and they will be responsible for helping to move children out of the way to enable drivers to pass. Stewards must wear high visibility vests.
- 13) Stewards must ask drivers entering the closure to take all due care and not to exceed 5 mph. They must also escort vehicles in and out of the closure, walking in front of vehicles as they enter and leave the closure.
- 14) The Council reserves the right to revoke approval if the closures are not implemented in accordance with these requirements or considers that the activities are not managed in a safe manner.
- 15) All residents in the road must be consulted in any event, prior to application.
  - a. If this is the second time the road will be closed in the calendar year (January – December) we will have to apply to the Department for Transport for permission. In this instance, we require from you:
    - i. Number of households within the closed section
    - ii. Number of households consulted
    - iii. Number of objections or negative replies
    - iv. Number of positive replies
    - v. Number of no replies
- 16) The emergency services must raise no objections.
- 17) Do not block the road with anything that cannot be removed quickly, either by yourselves or the emergency services.
- 18) The area of the party is confined solely to the closed section of the road and cyclists and pedestrians will not be prevented access.
- 19) Bouncy Castles, Bonfires, barbecues, mobile cookers and bunting across the highway are not permitted on the public Highway
- 20) If you plan to have alcohol sales or music and dancing or entertainment of a similar description, please contact [licensing@merton.gov.uk](mailto:licensing@merton.gov.uk) to discuss your individual circumstances. A Temporary Events Notice (TEN) will be required.