

## The Queen's Platinum Jubilee - Street Party Celebrations

To mark 70 years of the Queen's reign, the Platinum Jubilee will take place on the first weekend of June. With an extended bank holiday, from Thursday 2 June to Sunday 5 June 2022, you may be thinking about celebrating with a community street party.

If you want to organise a street party, there are a few simple steps to follow:

### Submit an application

- As a street party requires a temporary closure of the road (TTRO), you will need to complete the [Public Space Events Application Form](#). This should be returned to [events@edinburgh.gov.uk](mailto:events@edinburgh.gov.uk) at the earliest opportunity (at least 6 weeks in advance advisable). The form is circulated to the consultees, including Citywide Road Events team, Public Safety team, Licensing, transport services and emergency services, for consideration.
- Once your application has been considered, Events will confirm if the street party can go ahead, and Roads will prepare the TTRO. Please note, some conditions may need to be included (e.g. timings, area of road for occupation etc.).
- The 'street party' idea is to allow residents the opportunity to come together and, on this occasion, celebrate the Platinum Jubilee. They are regarded as small-scale community events. These involve no exchange of money for tickets/goods/services etc. The inclusion of a fee/ticket, the selling of goods/services, or fundraising alters the event and full cost recovery for the Road Closure could apply (see also Licensing). Roads charging Criteria is available upon request ([derek.shade@edinburgh.gov.uk](mailto:derek.shade@edinburgh.gov.uk)).

### Speak to your neighbours

- Speak to your neighbours to plan the event and assign tasks.
- Some people may not wish to take part in the celebrations, so please make sure everyone is aware of what is happening, when and where. Disabled access must also be maintained throughout.

### Access for emergency vehicles

- We will notify the emergency services on your behalf regarding the event, however, you will still need to ensure that emergency service vehicles have access to the site.

## Prepare a risk assessment

- Undertake a risk assessment of the activities. This doesn't need to be in depth or complicated, but as organiser you do need to consider any potential risks (who could be harmed and how), and take reasonable steps to mitigate those risks. For example:
  - Adverse weather e.g. heavy rain, high wind, lightning, sun stroke;
  - Infrastructure (e.g. tables & chairs, decorations, electrical equipment);
  - Movement of vehicles near people;
  - Access for emergency services;
  - Covid-19 measures.
- A [risk assessment template](#) is available to download. For further advice, please contact [publicsafety@edinburgh.gov.uk](mailto:publicsafety@edinburgh.gov.uk).

## Licensing

- Street parties will not require a licence unless food or alcohol is sold during the activity. Please contact Licensing if you require any clarification: [licensing@edinburgh.gov.uk](mailto:licensing@edinburgh.gov.uk) or 0131 529 4208.
- A licence may also be required if you plan to have entertainment.
- A licence may also be required if you plan to have inflatables at your event:
  - Your supplier must provide you with the PIPA certificate for the inflatable and check the tag number here: [PIPA Inflatable Play Inspection - Safe Bouncy Castles](#).
  - The supplier should also advise you on suitable weather conditions, what ballast/weights are required (provided by them) and any other measures required to ensure everyone's safety.

## Provision of food & drink

- The Food Standards Scotland (FSS) advise that one-off events, such as street parties, are unlikely to require registration as a food business. Please contact Environmental Health if you require any further information: [environmentalhealth@edinburgh.gov.uk](mailto:environmentalhealth@edinburgh.gov.uk)
- You still must ensure that any food provided is safe to eat.
- We recommend you read the FSS's [Community and Charity Events Guide](#)
- The [NHS website](#) also has practical tips on how to prepare and cook food safely.

Good luck and enjoy the celebrations!

For more information, please email [events@edinburgh.gov.uk](mailto:events@edinburgh.gov.uk).