EDINBVRGH
THE CITY OF EDINBURGH COUNCIL

Street Party and Play Street Events

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

Submit an application

- As a street party/Play Street 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 at the earliest opportunity (12 weeks in advance). 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. 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).

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 event, 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 from Culture Edinburgh. For further advice, please contact 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 or 0131 529 4208.
- A licence may also be required if you plan to collect public donations.
- A licence may also be required if you plan to have entertainment and/or inflatable(s) 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

- 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
- You must still 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.

Further advice on planning street party or Play Street events is available here:
Street Party
Play Streets
Eden Project Communities -The Big Lunch

Good luck and enjoy the celebrations!

For more information, please email events@edinburgh.gov.uk.