

Platinum Jubilee Toolkit

On the 6th of February this year Her Majesty the Queen became 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.

The United Kingdom has a great tradition of communities coming together to celebrate national events. Thousands of people across the country took part in street parties for the Queen's Diamond Jubilee in 2012 and the Queens 90th Birthday in 2016.

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.

Thursday 2nd June

The Queen's Birthday Parade (Trooping the Colour) [Platinum Jubilee Beacons](#)

Friday 3rd June

Service of Thanksgiving

Saturday 4th June

The Derby at Epsom Downs Platinum Party at the Palace

Sunday 5th June

[The Big Jubilee Lunch](#)

There are several websites to guide you through the process of planning your own celebration and you will find links included throughout this document in underlined in [blue text](#). This guidance sets out additional information that as the [North Norfolk Safety Advisory Group \(SAG\)](#), we feel would be useful to think about and clarify the myths around what is needed.

What sort of events does this apply to?

Whilst there are endless fantastic possibilities to the type of event your local community may like to put on, this guidance focuses on street parties and jubilee beacons.

If you have a query concerning something that is not contained in this guidance, please feel free to contact the [SAG](#)

What's a street party?

Street parties	Other public events
For the local community - neighbours	Anyone can attend
Publicised locally - village newsletter or community Facebook page	Publicised externally - newspaper or open Facebook page
On a quiet residential street or in a community building	In parks, large buildings
Self-organised	Professionally organised
Insurance requirement unlikely	Insurance required
Licence requirement unlikely	Licence required
SAG involvement unlikely	SAG involvement

It's really that simple!

Planning your Street Party

Contact your local [Parish Council](#) to see what events are proposed in the village, talk through your ideas and how they may link together.

Invite the whole street to an initial meeting, ideally in the location where the event is proposed as it is more welcoming and gives a greater indication of what is achievable. Alternatively try different houses to meet at or local community buildings - especially if they sell or provide cake!

Set up a working group and collect email addresses or mobile numbers of the group organisers – this makes it easier to keep everyone updated but do ensure that people are happy to have their details shared within the email or WhatsApp group.

Make sure you keep meetings informal and share out activities and jobs – try not to let anyone dominate. Often those who regularly take charge to organise community events will easily fall into this role but may appreciate taking a backseat.

Designate a person to make notes of who is doing what and to copy invitations to all

houses. A face-to-face invitation by door knocking may engage residents. Alternatively, if you feel this may intimidate certain neighbours, pop paper invitations through doors. The pandemic has seen the growth of Community Facebook sites which is a great way to publicise events locally.

Involve everyone – particularly children, teenagers, the elderly and the vulnerable. This is their opportunity to shine with ideas and provides a great opportunity to bring communities together.

Try and cater for all tastes, this ensures inclusivity.

Have consideration for the impact of your event on those residents living near- by (particularly those that are vulnerable or have livestock for example) who are not forming part of the celebration. Make sure they are aware of the details of what is proposed including times when any potentially noisy activities will occur.

Gather display photos about the history of the street or area - older neighbours may have some great memories that could be captured or displayed and promote conversations on the day. Whilst there may be a consensus that the young are not interested in the history of where they live, you may be surprised.

Contact local shops, pubs, businesses, and schools who may be able to contribute something to your event.

Contact your local [Fire Service](#) and [Beat Manager](#) with details of your event and enquire of any advice. The Fire Service may be able to come along for some community engagement. A crowd pleaser for young children.

As a safeguard against adverse weather conditions, devise a Plan B - Is there a village hall nearby to accommodate the party? Is the hall available on the day?

How many marquees or pop-up shelters are available amongst residents? Inspect them to ensure they are in good working order prior to the event.

Please add your event to Norfolk's [Platinum Jubilee website](#), which is the hub of information for all the events taking place throughout Norfolk.

Jubilee Beacons

The Queen's Jubilee Beacons provides a wealth of information in relation to lighting your own beacon. On discussions with Norfolk Fire and Rescue and Norfolk Constabulary we would however ask the following -

The type of beacon used may cause concern dependant on the weather at the time. Hopefully the 2nd of June will mean most fields, crops, grasslands, and trees are still green however if we experience a long dry spell there may be some unwanted consequences of secondary fires caused by airborne embers from both the brazier and bonfire style beacons.

Please have appropriate control measures (fire extinguishers, hose pipe, beaters, buckets of water, etc.) in place to control such a risk.

The safest beacon from the threat of secondary fires will be to use the LPG beacon alternative as a preference.

If beacons are going to be placed on highway land, especially highway verges , then any digging or excavation works will need input from NCC Highways with regards to possible utility infrastructure that could be damaged or cause injury to those carrying out the works.

Consideration must be given to any obstruction or visibility issues caused by the placement of beacons; this will include the gathering of a crowd.

We would appreciate early notification to the [SAG](#) of:

- Location (full address) of where the lighting of the beacon is due to take place
- The type of beacon
- Will it be a private or public event and are any VIP's being invited? If so, please provide VIP details
- Expected numbers in attendance
- Any licensable activity proposed

Myths and facts about street parties

Myth 1: It's too difficult and confusing

Helpful tips, advice, and support for organising a successful event can be found at [The Street Party Site](#). Do check it out, it's a great website.

Contact your [local parish council](#) or [local authority](#) - we are here to help and have a wealth of experienced staff and networks that you can benefit from.

You should not need a risk assessment for a street party – if consideration is given to the needs of all those attending, common sense

precautions should be sufficient. Check with the [SAG](#) for advice.

Myth 2: You need a licence

The [Licensing Act 2003](#) does not require you to have a licence for a street party unless amplified music is one of the main purposes of the event.

However, if you plan to **sell** alcohol you will require a [Temporary Event Notice](#). This is a temporary permission for licensable activities which currently costs £21 and covers events of less than 500 people.

Myth 3: The law requires complex forms for a road closure and councils need to sign off every detail

For most small parties in quiet streets, all [Norfolk County Council](#) need to know is where and when the closure will take place so they can plan around it (for example, so emergency services know). They will need a few weeks' advance notice as they will need to put in place a traffic regulation order. If they really need more information, they will contact organisers directly.

Alternatively, you can organise a gathering or [Street Meet](#) on private land, such as a driveway or front garden, without any requirement to fill in forms. Residents should speak to the County Council about plans.

Myth 4: The application for a road closure is expensive

Norfolk County Council have set the [fee](#) for a Queen's Jubilee event on the highway requiring an application at £22.

Myth 5: It's too late to ask for a road closure

Some councils have set deadlines to help them manage their work but there are no deadlines in law. Get in touch with [NCC Highways](#) to see what is feasible for you both.

Myth 6: You need to buy expensive road signs

You can hire or buy signs, or even print your own from downloadable templates if they are for use in daylight. [The Street Party Site](#) gives advice about this.

Myth 7: You need expensive insurance

About beacon or bonfire events you will need to consider and obtain specialist public liability insurance cover, whether you are holding an event on your own premises or someone else's. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any financial outlay you incur if the event must be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event.

There is no requirement from central government to have public liability insurance for a street party.

Myth 8: You need a food licence

The [Food Standards Agency](#) (FSA) have confirmed that one-off events such as street parties are not usually considered food businesses, so there are no forms to fill in. However, you must ensure that any food provided is safe to eat.

[NHS Choices](#) has practical tips on how to prepare and cook food safely.

Myth 9: You need permission for a tombola or raffle

If the tombola or raffle tickets are sold on the day and the prizes are not worth more than £500 in total, then it will be exempt from gambling regulations. Any proceeds from the tombola or raffle must go to a good cause, such as a charity or to cover the cost of your party. Please contact the Licensing Team for further information on 01263 516189 or email licensing@north-norfolk.gov.uk.