



Kings Coronation Events Toolkit

The Coronation of His Majesty the King and Her Majesty the Queen Consort will take place at Westminster Abbey on **Saturday 6 May 2023**.

The United Kingdom has a great tradition of communities coming together to celebrate national events.

Events will take place across the weekend from Saturday 6 May to a UK bank holiday on Monday 8 May. The weekend will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate.

Saturday 6 May

The Coronation Service at Westminster Abbey

The Coronation Service will take place on the morning of Saturday, at Westminster Abbey. The Coronation is a solemn religious service, as well as an occasion for celebration and pageantry.

Sunday 7 May

The Coronation Concert at Windsor Castle

Attended by a public audience including volunteers from The King and The Queen Consort's many charity affiliations, the concert will see a world-class orchestra play interpretations of musical favourites fronted by some of the world's biggest entertainers, alongside performers from the world of dance.

The centrepiece of the Coronation Concert, 'Lighting up the Nation', will see the country join together in celebration as iconic locations across the United Kingdom are lit up using projections, lasers, drone displays and illuminations.

The Coronation Big Lunch

Neighbours and communities are invited to share food and fun together at Coronation Big Lunches, in a nationwide act of celebration and friendship. From a cup of tea with a neighbour to a street party, a Coronation Big Lunch brings the celebrations to your neighbourhood and is a great way to get to know your community a little better.

Monday 8 May

The Big Help Out

Organised by The Together Coalition and a wide range of partners such as The Scouts, the Royal Voluntary Service and faith groups from across the United Kingdom. The Big Help Out will highlight the positive impact volunteering has on communities across the nation.

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 blue text. This guidance sets out additional information that as a [Safety Advisory Group](#) (SAG) we feel would be useful to think about and busts the myths about what's 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.

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/ community Facebook page	Publicised externally – newspaper/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 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/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/WhatsApp group.

Make sure you keep meetings informal and share out activities and jobs where you can. Often organising community events falls to a few people who 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. If noisy activities (e.g. music) will occur at night extra special consideration should be given to the impact on those residents living near-by and advice can be obtained from [Environmental Protection](#)

Gather display photos about the history of the street/area – older neighbours may have some great memories that could be captured/displayed and promote conversations on the day.

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/pop up shelters are available amongst residents? Inspect them to ensure they are in good working order prior to the event.

The myths and the 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 – as long as 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 Events 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 (ideally 6) as they will need to put in place a traffic regulation order. If they really need more information, they will contact organisers directly.

[Street Parties for His Majesty King Charles III's Coronation - Norfolk County Council](#)

The law does not allow unqualified members of the public to stop and direct traffic on the highway, except where there is a road closure order in place and they are operating within the road closure only. Proper Hi-Vis (certified to the latest specification) should always be worn by any marshals. If you require operatives to stop and direct traffic on the highway, consult with a professional traffic

management company or your local Police Traffic Management Officer for guidance.

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

A road closure for a celebration over this period is free.

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

If possible, please notify NCC Highways 6 weeks in advance of any event.

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

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 has to 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.

Myth 9: You need permission for a tombola/raffle

If the tombola/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/raffle must go to a good cause, such as a charity or to cover the cost of your party. Please speak to the [Licensing Team](#) for further information.