

Queen's Jubilee June 2022

Holding events on the public highway

From Thursday 2 June, there will be a four day long celebration period to mark Her Majesty's Platinum Jubilee. If you have organised or are thinking of holding an event, here's some advice and guidance for you. There are legal requirements to consider if you are holding an event that is on or near the public highway. We want everyone to enjoy the celebrations safely so if you have any questions, [get in touch with us](#).

All road closure applications need to be received by us by Friday 13 May 2022.

This deadline MUST be kept to so that we can process the applications through the statutory legal process. Please note, receipt of your application is not permission to proceed. Approval to close a road does not mean the event is covered by MK Council's Public Liability Insurance. Event organisers must arrange their own public liability insurance.

Applying to close a road for an event

For non-through roads

You can apply to close a road to hold a street party using our application form. The completed form must be returned to us by 13 May. Any forms received after this date for Jubilee road closures will not be processed. A non-through road is a residential street or cul-de-sac. The event organiser is responsible for the event and must arrange their own public liability insurance. A letter must be delivered to residents in the street to let them know about the time and date of the event and who to contact. A copy of this letter must also be given to us. Access for properties and emergency vehicles must be maintained at all times.

Event organisers must supply their own 'Road Closed' signage.

For through roads

You can apply to close a road to hold a street party using our application form. The completed form must be returned to us by Friday 13 May.

Any forms received after this date for Jubilee road closures will not be processed.

A through road is a main route for traffic and may also be a bus route.

The event organiser must complete a risk assessment and the event must be managed by a competent event management company. They should also provide any traffic management details, diversion routes and their own signage.

Events where more than 500 people are expected must be approved by the Safety Advisory Group (SAG) before going ahead. You will need to complete a [notification form](#) to be added to the agenda for SAG.

Queen's Jubilee June 2022

'Road Closed' signs and traffic cones

If you have requested a road closure for your event, you will need to arrange your own signage to direct any traffic. Signs and cones may be hired from our service provider, Ringway. Quotes may be given for your event after providing a traffic management plan. Email troteam@milton-keynes.gov.uk for more information.

Bunting and flags

If you are putting up bunting or flags at your event, please do not attach these to any lamp columns or road signs. Not only does it damage them but it can also create a safety hazard. If you are putting up bunting or flags, remember to leave enough height clearance for any vehicles, pedestrians or cyclists.

Event signs

No signs may be placed on the highway without our prior approval for safety reasons. This includes banners, A boards and signs attached to posts or lamp columns. Signs may distract drivers or become dislodged and cause a nuisance on the road or redway. They can also be an obstacle for those with mobility issues.

Quick guide

Event with over 500 people

Complete the application form and a risk assessment and send to troteam@milton-keynes.gov.uk by **Friday 13 May**.

You may need to attend the Safety Advisory Group (SAG) meeting to get approval. Complete the [notice form](#).

Public liability insurance is required and a copy must be sent to us.

Arrange your own 'Road Closed' signs and cones.

Event must be arranged by experienced staff.

If you are planning to sell alcohol or play music you will need a licence. Contact [Licensing](#) for advice and guidance or visit our Licens webpage at www.milton-keynes.gov.uk

Access for emergency vehicles must be maintained at all time.

Street party/private party

Complete application form and send to troteam@milton-keynes.gov.uk by **Friday 13 May**.

Let other residents know the time/date of event by letter - send us a copy of the letter.

Public liability insurance to be arranged by organiser. You will need to send us a copy of this.

Arrange your own 'Road Closed' signs and cones.

Access for emergency vehicles must be maintained at all time.



milton keynes council