

RESIDENTIAL STREET PARTIES CHECKLIST (Resident to keep)

Prior to Approval

Action	Yes	No
1. Have you read, completed and signed the 'Application for Residential Street Party' permit? (If you tick "no", approval cannot be given)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you attached/paid in person your \$115.00 non-refundable application fee? (Fee includes installation of barriers and signage for closure)	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you received approval subject to public liability being paid and a certificate of currency being provided to Council?	<input type="checkbox"/>	<input type="checkbox"/>

After Approval

Action	Yes	No
4. Have you obtained public liability insurance for the residential street party and forwarded a copy of the certificate of insurance to Council? Jardine Lloyd Thompson Insurance Brokers can be contacted on www.communityinsurance.com.au or on 9860 3470 for advice and quote. (If you tick "no", the street closure will not be erected by Council)	<input type="checkbox"/>	<input type="checkbox"/>
5. You will need to notify emergency service organizations.		
a) Have you advised your local police station of this event? Phone 8851 1111	<input type="checkbox"/>	<input type="checkbox"/>
b) Have you advised your local fire station of this event? Phone 9662 2311	<input type="checkbox"/>	<input type="checkbox"/>
c) Have you advised your local ambulance service of this event? Either by Fax on 9676 9891 or Email roadclosures@ambulance.vic.gov.au	<input type="checkbox"/>	<input type="checkbox"/>

After Event

Action	Yes	No
6. Have you applied for reimbursement of public liability insurance costs (up to a maximum of \$150) from Council?	<input type="checkbox"/>	<input type="checkbox"/>

POLICY:

The City of Boroondara Local Government, in accordance with Section 205 of the Local Government Act 1989 authorises the Chief Executive Officer of delegate to approve the temporary closure of streets for residential street parties, subject to the following:

Requirements:

Written applications must be lodged at least four weeks prior to the date of the proposed closure and should include:

The names, addresses and signatures of all the residents in the section of the street to be closed who support the closure. A minimum of 75% of properties must support the closure for the application to be approved.

A nominated resident (street party organiser) who will take responsibility for organising the function and with whom Council staff can liaise regarding the function. This person will also take responsibility for all aspects relating to the proper and safe conduct of the function. The address and phone numbers (business and after hours) of the nominated resident should be included.

An application fee of \$115.00 must be paid to the City of Boroondara - Traffic & Drainage Team before Council considers the application. This application fee is non refundable. Please note, the fee also includes the installation of signage and barriers from the Council depot.

A copy of the certificate of currency for public liability insurance must **be forwarded to Council following any approval of the application but prior to the closure.**

Conditions:

(a). A street party is classified as a private event and is not covered under Council's Public Liability Insurance Policy. Approval is subject to the street party organiser obtaining public liability insurance cover for the residential street party.

(b). The street party organiser and all residents should ensure that any contractors hired for the residential street party holds public liability insurance (i.e. jumping castle hire, barbeque hire etc).

(c). No closures may extend beyond 9:00pm during daylight saving hours and 5:00pm during all other times. The Chief Executive Officer or delegate retains the discretion to extend the finishing times beyond those stated on a case by case basis.

(d). There is a maximum of 3 street parties per night and street parties will be dealt with on a 'first come, first serve' basis. No tentative bookings will be accepted.

(e). No closure may extend for a period in excess of six hours, unless authorized by the Chief Executive Officer or delegate.

(f). Generally, the maximum length of any closure would be 200 metres and must be between intersections. The street or section of street to be closed should have a normal traffic flow of less than 2,000 vehicles per day.

Please note that prior to the commencement of the residential street party, Council will install the appropriate barriers/signage, which will be required to close the street. Upon completion of the street party, Council will remove the barriers/signage.

(g). Function activities shall not unduly interfere with normal pedestrian usage of the street or residents requiring vehicular access to their properties.

(h). Emergency service organisations have requested they be notified of a street closure 3 weeks prior to the event. It is the street party organiser's responsibility to notify emergency services of the proposed street closure by contacting their local Police Station, Fire Station and Metropolitan Ambulance Service.

**PAYMENT REQUISITION
(STREET PARTY PUBLIC LIABILITY INSURANCE REIMBURSEMENT)**

STREET PARTY ORGANISER'S NAME:	
ADDRESS:	PHONE:

DETAILS	GST \$	TOTAL AMOUNT (GST INCLUSIVE) \$
NB - Please attach supporting documentation, i.e. receipt	\$ -	\$ -

E.F.T. DETAILS

I, the abovenamed street party organiser, hereby request and authorise this payment to be made directly into my bank account, as detailed below.

Name of Bank:

Branch:.....

Account Name:.....

BSB No:..... **Account No:**.....

Signature: _____ **Date:** _____

Office use only

AUTHORISATION	Manager/Director
Signature: _____	Date: _____

Office use only

ACCOUNT ALLOCATION

CREDITOR NO.	TOTAL \$		
<input type="text"/>	\$ <input type="text"/> -		
\$VALUE	A/C NUMBER	NARRATION	ASSET ID
\$ -			-

Credit Card and Cheque Payment Form



Return document to:
Mail - City of Boroondara, Private Bag 1, Camberwell VIC 3124
Email - boroondara@boroondara.vic.gov.au
Fax - 03 9278 4466

Applicant Name: _____
Site Address: _____
Payment type: Credit Card Cheque
Payment for: Residential Street Party Permit Application
Reference: RC Code: 224 Fee: \$25.00
RC Code: 214 Fee: \$90.00
Department: Engineering and Traffic

OFFICE USE ONLY
MIT: _____
REC: ___ Infring or GL
RECEIPT: _____
AMT PAID \$ _____
PAYER: _____

.....
Cardholder name: _____
Mailing address: _____

Telephone number: _____

Credit Card details

Card type: Visa Mastercard Amex Diners
Credit card number: _____ / _____ / _____
Expiry date: _____ / _____

I, _____, hereby authorise the City of Boroondara to charge the
(Cardholder's full name. **PLEASE PRINT CLEARLY**)

Amount of **\$115.00** to my credit card for the purposes stated above.

Signature: _____

Date: ____ / ____ / ____

PRIVACY STATEMENT: The personal information requested on this form is being collected by Council for the purpose of charging fees in relation to the above service.. The personal information will be used by Council for that primary purpose or directly related purpose. The personal information collected will be disclosed to Council's bank or other financial institution for the purpose of processing payments and will not otherwise be disclosed unless required by law. If the information is not collected an alternative payment method will be required before your service request can be processed. The applicant understands that the personal information provided is for the purpose of charging fees and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and /or correction should be made to Council's Privacy Officer.



Postal Address Private Bag 1, Camberwell VIC 3124 | T 9278 4444 | www.boroondara.vic.gov.au
TTY (speech and hearing impaired) 9278 4848 | F 9278 4466 | boroondara@boroondara.vic.gov.au

Council Offices Camberwell 8 Inglesby Road | Hawthorn 360 Burwood Road
Kew Customer Service Corner Cotham Road and Civic Drive