

## STREET PARTY PERMIT APPLICATION PACKAGE

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## STREET PARTY PERMIT CHECKLIST

EVENT DATE: \_\_\_\_\_

Prior to approval			Y or N
1.	Six weeks prior to the event	<p>Have you contacted Council to reserve your preferred date for your street party?</p> <p>If not, call Customer Connect on 9278 4444.</p>	
2.	Four weeks prior to the event	<p>Have you submitted your completed application and paid the fee to Council?</p> <p>The completed application must include:</p> <ul style="list-style-type: none"> <li>- Application form.</li> <li>- Signatories list.</li> </ul> <p>The fee is \$100.00 and consists of:</p> <ul style="list-style-type: none"> <li>- Administration fee (non-refundable) - RC code 224: \$30.00</li> <li>- Installation and removal of signage and barriers by the Council officer - RC code 214: \$70.00</li> </ul> <p>Note the \$70.00 installation and removal of signage and barrier fee does not apply to street parties where the street party organiser has agreed to provide their own traffic management through an accredited traffic management contractor.</p>	
After approval			
3.	Two weeks prior to the event	<p>Have you delivered a notification letter to ALL properties in the street that will be closed for the street party?</p>	

## STREET PARTY PERMIT APPLICATION FORM

(Section 205 & Schedule 11, Clause 8 & 10 (1b) of the Local Government Act, 1989)

This form is to be completed by the street party organiser.

The street party organiser must be a resident of the street in which the street party is being held and must be aged 18 years or over.

I, \_\_\_\_\_ (the street party  
organiser) wish to apply for Council consent for the temporary closure of  
\_\_\_\_\_  
\_\_\_\_\_ Road/Street between  
\_\_\_\_\_  
\_\_\_\_\_ Road/Street and  
\_\_\_\_\_  
\_\_\_\_\_ Road/Street for the purpose  
of a street party.

Location of the street party (please nominate the nearest address):  
\_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

## Confirmation Statement

The street party organiser agrees to conduct the street party in a responsible manner in accordance with any permit and/or conditions issued by Council.

I, \_\_\_\_\_ of

\_\_\_\_\_

have read, understood and accept the street party permit requirements and conditions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Privacy Statement:

The personal information requested on this form is being collected by Council for the purpose of issuing a Street Party Permit. The personal information will be used by Council for that primary purpose or directly related purposes.

The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law.

If the information is not collected, we are unable to process your application and/or provide you with the service sought. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

## STREET PARTY PERMIT CONDITIONS

The following conditions apply to all street parties held in the City of Boroondara.

- a. A street party is classified as a private event and is covered under Council's Public Liability Insurance Policy. A street party will only be conducted by residential properties.
- b. Council's Public Liability Insurance Policy does not include claims arising from:
  - Use of security personnel.
  - Children's rides.
  - Animal rides.
  - Amusement rides and devices.
  - Inflatable recreational equipment.
  - Jumping castles.
  - Use of children's toys and second hand electrical items and tools.

Should any of the above items be required, the street party organiser is required to arrange their own Public Liability Insurance Policy.

The following activities are not permitted:

- Fireworks/ Pyrotechnics.
  - Rock / Pop concerts.
  - Sports or games with a high risk of injury or damage.
  - Any advertisement displayed to invite non-residents of the street to attend the event.
- c. The street party organiser is responsible for ensuring the consumption of any alcohol within the road reserve shall comply with the relevant laws. The road reserve includes footpath, nature strip and road.
  - d. Street parties will be permitted until 9pm.
  - e. The street party must be a single day event and can run for no more than six hours.
  - f. The maximum length of a road closure associated with a street party is generally 200 metres and should be between intersections. Variations may apply depending on the street network.
  - g. The street or section of street to be closed must have an average daily traffic volume of less than 2,000 vehicles per day.
  - h. Normal pedestrian usage of the street is to be retained while the street party is in progress.
  - i. The street party organiser is responsible for the immediate removal of all barricades to permit emergency vehicle access into the closed street.
  - j. The street party organiser is responsible for ensuring the event complies with all Local Laws and necessary permits.

- k. The sale of food, drink (including alcohol), prohibited substances or other articles is not permitted on the road reserve. The road reserve includes footpath, naturestrip and road.
- l. The street party organiser is responsible for ensuring all participants are respectful of the amenity of surrounding residents in relation to noise, behaviour and parking.
- m. Noise must be kept to a reasonable level so as not to cause an annoyance to other persons.
- n. The street must be left in a clean and tidy state and no damage shall be caused to any assets located within the road reserve.
- o. Council reserves the right to revoke the street party permit at any time.

## STREET PARTY PERMIT SIGNATORIES LIST

Number of properties with frontage or sideage that abut the street closure = \_\_\_\_ (A)

Number of properties in (A) that are vacant or under construction = \_\_\_\_ (B)

Provide details in the table below.

	Address	Vacant (V) or Under construction (UC)
1		
2		
3		
4		
5		

Minimum number of properties where a signature is required:

$$= [ \text{_____ (A)} - \text{_____ (B)} ] \times 75\%$$

= \_\_\_\_\_

Please do not include signatures from properties outside of the intended street closure.

	Address	Name	Signature
1			
2			
3			
4			
5			
6			

7			
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## STREET PARTY PERMIT NOTIFICATION LETTER EXAMPLE

27 November 2021

8 Inglesby Road  
CAMBERWELL VIC 3124

**RE: Street Party - Inglesby Road, CAMBERWELL - 19 December 2021, 5-9pm**

Dear Neighbour

A street party is being held in Inglesby Road, Camberwell on Sunday 19 December 2021 from 5-9pm. As an Inglesby Road resident, you and your family are invited to attend.

Inglesby Road will be closed between Burke Road and Inkerman Road between 5pm and 9pm. We have received a Street Party Permit from Council for the event.

This will be a great opportunity for us all to get together, meet our new neighbours and find someone to check our mailbox when we head away on holiday!

I hope you are able to attend and look forward to seeing you there.

Please contact me on 0412 345 678 if you would like further details.

Yours sincerely

John Smith  
Inglesby Road Street Party Organiser