



Go For Your Life Street Party Kit

An easy guide to creating fantastic
street parties in your neighbourhood



Acknowledgements

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The Department of Victorian Communities provided this brochure to the City Of Whitehorse for the purposes of encouraging street parties. The brochure has been adapted to suit local circumstances.

Funding from the Department of Victorian Communities was used to purchase the generic road closure traffic management plans and road closure equipment to assist residents to hold a street party.



For a large print and/or Braille version of the *Street Party Kit*, call (03) 9262 6124.



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Contacts

Whitehorse City Council

General enquiries	9262 6333
After hours – leave message	9262 6333
Transport Team	9262 6177
City Works	9262 6200
Environmental Health	9262 6197

In an emergency, dial 000





Welcome to the *Go For Your Life Street Party Kit*

By obtaining this kit, you've taken a small step towards making a big difference in your local community.

What is a Go For Your Life Street Party Kit?

The *Go For Your Life Street Party Kit* is a Victorian Government initiative to help build stronger communities across the state.

The kit is:

- An opportunity for people to initiate their own simple events or actions that create links between neighbours;
- An opportunity for people who live close to one another to meet each other and enjoy conversation, shared interests, trust and possible friendship;
- Something that anyone on any street can use, including people living in units, apartments and flats; and
- Something with many possibilities ranging from sharing afternoon tea with one or two neighbours to organising a full-blown street party.

Why should I get involved?

Because many people live behind high fences, walls or electronic security systems, there is not always a welcoming atmosphere in residential streets. Street life is a way of connecting neighbours and opening doors so that people might feel an increased sense of trust in their local area.

It's easy

Many residents would like to do something to make their streets and neighbourhoods friendlier, but feel swamped by the demands of work and families, and do not know where to start. This project will help inspire ideas and give people the tools they need to initiate their own simple events in their street or local area.

It's healthy

Social connectedness is recognised as a key determinant of good mental and physical health.

People who are better connected to others are more likely to live longer, feel safer, recover from illnesses more rapidly and suffer less from conditions such as heart disease, depression, and even the common cold. Communities with high levels of social connectedness also tend to have lower crime rates, partly because neighbours look out for each other. For research sources, check out *Health Benefits of Social Cohesion* on page 16.

Even if people have good social or family networks outside of their immediate area, the quality of their local neighbourhood can still have an effect on their well-being.

Street life is a way of connecting neighbours and opening doors.

I already have my own friends, why do I need to 'meet my street'?

The program is not necessarily about making best friends (although you might!), it's about knowing who your neighbours are, greeting them by name, sharing an occasional chat or a cup of tea and having someone (or being someone) close by to call on in an emergency.

The feel-good factor

Others in your street, such as elderly residents living alone, may be more isolated than yourself. Street life is a way that you can help others easily and include everyone in community life... and that feels good!

About this kit

This kit provides ideas to inspire you to create simple events to 'meet your street' as well as practical guidelines to ensure these events are a success. It also includes ideas for creating ongoing and sustainable connections in your local community as well as tools to get to know your street through social history research.

Background

The *Go for Your Life Street Party Kit* is based on *StreetLife*, which is part of the City of Port Phillip's Social Cohesion Project.

The street life concept was first introduced in a few local areas in Perth in 1999 as 'Streets Alive'. It quickly attracted interest from the community and local business and has spread across different areas in WA. The project is currently being trialled in several other states.

And remember... there is no pressure to be involved, participate only as much as feels comfortable.

Street life is a way that you can help others easily and include everyone in community life...



Why throw a street party?

We asked our first street party organisers about how the street had changed since their party. Here's what they said:

Increased sense of community

- *The street is friendlier and knows itself better. Friendships have been forged. Single mums support each other. Little kids have more playmates and parents are more familiar.*

The street is more friendly.

The best sense of community I've ever had.

Positive feelings and well-being

- *You feel like you're part of somewhere. It's a nice feeling.*

Everyone said they enjoyed the opportunity to get together. A typical comment was: 'I've lived here for three years and never met the people at no.13!'

Being able to say hello to people by name is particularly positive... a nice feeling.

Ongoing contact

- *There is much more interaction in the street since the street party.*

One street organised a street garage sale following their street party. It was discussed and planned during the party.

Helpfulness and support

- *When I visited one of my elderly neighbours I noticed that her fire alarm was buzzing. I asked her about it and she said she couldn't get up to fix it. So I sent my husband over and he fixed it for her.*

At least two streets organised a phone number exchange in case of an emergency on the street. It was typed up and distributed to all residents.





Guide to successful street parties

If you are interested in organising a street party in the City Of Whitehorse, this kit will provide you with some advice about:

- **Getting people on board**
- **Brainstorming ideas**
- **Public Liability Insurance**
- **Understanding which Council permits you will require**
- **Organising a road closure**

Why celebrate your street?

There are many reasons that a street community may like to come together for a street party such as holiday season, springtime etc. But there may be other interesting reasons to get together:

- What is the history of your street name? If it is named after someone – who were they? Celebrate on their birthday?
- Any famous or infamous ex-residents – celebrate their life?
- Any famous houses or sites or famous or infamous events?

Getting people on board

- Share the concept with some neighbours you think will like the idea.
- Invite two or three people to join you as ‘contact people’ to help you get things started.
- Share the task of inviting people – door knocking and hand delivering works well and it starts the connecting process.
- If you wish to close the road, you’ll need to gather the written support of 75% of affected residents in order to get a council permit. This is a great opportunity to make contact with your street and identify others who may wish to help organise the event.

- If you’re going to close the road, you’ll need to notify people in your street around eight weeks in advance in order to meet the timelines for applying for a Temporary Road Closure Permit. You could do this door knocking the houses in your street and getting their signatures agreeing to the proposed road closure. If you are having trouble contacting a neighbour, you may wish to try leaving a note for them to return, indicating their consent and if they want to help (see section on *Procedure for applying for a Temporary Road Closure* on page 11).

Deciding on a venue

- It’s fun to ‘take over’ the street for a few hours and reclaim spaces usually reserved for traffic.
- The process for organising a temporary road closure is a very straightforward one; however, you do need to start organising it around two months before the proposed street party (see the section on the *Procedure for Applying for a Temporary Road Closure* on page 11).
- If the street itself is not suitable you may like to consider using someone’s front garden, the shared body corporate area of a unit development, a local park or community centre, or even organising a street get together in a local restaurant. For the locations of public BBQs, on page 17.
- If the weather is poor, you can relocate to someone’s house or even rig up tarps on the street and keep partying!

Invitations

- Once the permit for road closure is obtained, it is a good idea to distribute party invitations at least three weeks ahead.
- Be clear about information including start and finish time, clear BYO requirements, contact details and any other information about the event. For example, see the sample invite on page 18.
- Be inclusive – invite everyone. They may not all show up, but they will feel pleased to have been invited.
- You may want to invite other friends or community members but remember that if there are too many people who are not from the street, it won't be easy to identify who actually lives on your street.

Involving people's skills

- Are there any local or budding musicians, artists, performers, storytellers, historians or chefs on the street who may like to assist with the event?
- Ask people to design invitations, play music at the event, make lanterns or decorations and share local stories or their favourite recipe.

Decorating the space

- Create a festive atmosphere for your street party by inviting people to help decorate the street. You could try streamers, flags, bunting, balloons and lanterns.

Food and drinks

- A BBQ is great.
- BYO everything works well and allows people to contribute.
- Be very clear on the invitations about what you would like people to bring eg. *'Bring a chair and some drinks'* or *'Bring a sausage and a plate'*.
- Make sure you ask people to BYO crockery and cutlery unless you arrange paper plates and cups.
- Is it appropriate to have alcohol?
- It is not legal to sell food or alcohol at a street party without obtaining the necessary food trading and handling permits from Council.
- It is worth familiarising yourself with the golden rules of *Food Handling for Event Organisers* on page 19.

Costs of holding a street party

- A road closure permit from the Whitehorse City Council will cost \$100. This consists of \$20 application fee and \$80 to hire the road closing equipment. If you have access to your own road closing equipment then only the application fee is applicable. The organisers may choose to cover this or ask each participating household for a small contribution. Be clear about any financial contribution required on the invitation including what it is for.
- Proof of *public liability insurance* for \$10 million will be required. Please refer to section on *Public Liability Insurance* on page 10.

Be inclusive – invite everyone.

Public Liability Insurance

Enjoying the Street Party

- Have a BBQ.
- Hang out, enjoy food and conversation.
- Introduce yourselves, children and dogs. Wear name-tags (these can include people's street numbers and number of years lived in the street).
- Play cricket or volley ball on the road (if you have a road closure).
- Listen to acoustic music, have a sing-a-long or ask people to bring their favourite CDs.
- Involve the kids with children's performances, a paddling pool or hire toys from the local toy library.
- Keep the event short – 1.5–2 hours. People can arrange to meet separately later if they wish to.
- Keep note of who attends and common interests, to build on for any future events.

At smaller parties you could try the following:

- People could be invited to tell stories about when and why they moved to the street.
- The funniest or strangest thing they ever saw on the street.
- Identify who the oldest and the newest residents are.

Privacy and safety

- Each resident has the right to participate only as much as feels comfortable.
- If you are granted a Temporary Road Closure Permit, you will be required to inform your local police that you will be holding a street party.

To protect participants from insurance claims, Council requires proof of public liability insurance before granting a temporary road closure permit.

The Municipal Association of Victoria (MAV) provides Community Group Insurance. This is Council's recommended option for insurance. For more information about the MAV Community Group Insurance, please contact the MAV on 9667 5555, by email at enquiries@mav.asn.au or visit their website www.mav.asn.au.

Other companies may also offer insurance for street parties. Please check with your insurance provider.

You will require evidence of Public Liability Insurance when applying for a Temporary Road Closure permit.





Road closure information

If you would like to hold a party on the street you will need to obtain a Temporary Road Closure permit from the Whitehorse City Council.

Applications should be submitted to Council six weeks prior to the proposed event.

Traffic management plans

Under state government law, a traffic management plan is required when closing a road.

Council has developed a range of standard traffic management plans that are suitable for use in most local roads that carry fewer than 2000 vehicles per day. These will be made available to residents who are applying for a Temporary Road Closure permit for the purposes of a street party. If these plans are not suitable, you will need to provide a traffic management plan. For more information about the traffic management plan requirement, speak with the Transport Team at the Whitehorse City Council on 9262 6177.

Timing

Road closures for the purpose of a street party will usually only be permitted to take place between 9.00am and 5.00pm on weekends.

Permit conditions

A sample permit has been attached for your information (refer to pages 20-21) to give you an idea of what permit conditions are likely to be.

Procedure for applying for a Temporary Road Closure

The procedure for applying for a Temporary Road Closure is:

1. Determine who will be the street party organiser (person who will be responsible for all contact with Council).
2. Determine the area to be closed off in discussion with a Whitehorse City Council traffic engineer (telephone 9262 6177).
3. At least six weeks before your party you will need to submit to Council:
 - An application for a road closure;
 - Written evidence of support of the temporary road closure from at least 75% of affected residents (see *Consent to a Street Party Temporary Road Closure* form on page 22);
 - A Traffic Management Plan (discuss with a Whitehorse City Council traffic engineer whether Council's standard plans can be used); and
 - A fee of \$100. This consists of a \$20 application fee and \$80 for Council to supply and collect the road closure equipment at the start and conclusion of your event.

If you already have access to road closure equipment, you must have someone suitably qualified under the Road Safety Act to install them (you will need to provide evidence of this with your application). Council will need to approve of the type and design of the barriers and signs to be used as part of the permit application. If approved, then only the \$20 application fee is required.
4. You will receive a letter advising you of the outcome of your application. Note only two street parties will usually be permitted per day. This is due to road closure equipment availability and the availability of suitably qualified staff to set up and collect road closure equipment.
5. If you specifically requested the installation of road closure equipment in your successful permit application, the road closure barricade equipment will be installed and collected by a Whitehorse City Council staff member on the day of the street party.

6. A \$30 replacement fee will be charged for each lost or damaged sign.

Council's Transport Team can assist with any step in this process if required. Please refer to the *Sample Permit* (pages 20-21), the *Consent to a Temporary Road Closure Form* (page 22), the *Sample Note* (page 23) and the *Application Form for a Residential Street Party* (pages 24-25).

Decision-making process

Decision-making for the permit will be based upon:

- Completion of the application form and provision of all information requested.
- Proof of Public liability Insurance for the event.
- Traffic Management Plan approved by the transport engineer.
- Proof of agreement by 75% of the residents to the Temporary Road Closure application.
- Payment of relevant fees by the applicant.
- All potential hazards in the area for the proposed road closure can be rectified before the date of the street party.
- There is no conflicting event or occurrence in the area that will pose a traffic management concern.
- Any other matter that is deemed a safety or risk concern.

Umbrellas

Go for your Life has provided two outdoor umbrellas that may be borrowed by residents for your street party. Please indicate on the application form whether you would like to borrow an umbrella. Never use umbrellas on a windy day.

Council's Transport Team can assist with any step in this process if required.





Tips from the experts

The following tips are from people who have held successful street parties.

Making people feel welcome

- It was very important to make sure that someone is available to meet and greet people as they arrive and to introduce them to their neighbours. People can take turns doing meet and greet at the party.

Decorating

- Decorating the street and creating shelter from bad weather was highlighted as a fun activity by several party-throwers.

We used about a third of the street and decorated the street with flags and balloons and lanterns and tea lights, as it got dark.

People brought out their own chairs and market umbrellas and when it rained, people brought out tarps.

Sharing food

- The collaborative provision and sharing of food by all was unanimously reported as a key element of a successful street party.

Our Greek neighbours organised a spit. One resident was a café proprietor and provided magnificent food for everyone.

Physical activity

- One street organised a game of street volleyball with odd and even street numbers as the teams. Everybody joined in.

We had a 68-year-old lady playing volleyball on the street!

Getting to know you

- At least three parties organised residents to wear nametags with their street number and number of years they had lived on the street.

There was one old woman who attended who had lived in the street for 52 years and another for 82 years.

Personal invitation

- All of the organisers found that people are much more likely to come to the party if they are door-knocked and personally invited, rather than receiving an invitation in the letterbox.

They looked at me like I was a freak, but everyone who I invited face to face did come.

Kids' activities

- Kids played games on the street. Some parties organised Santa Claus to come with presents for the kids. Others arranged a paddling pool and hired toys from the local toy library.

Music

- Those organisers who encouraged attendees to bring musical instruments and CDs said that this worked very well and the parties were 'full of music'. Most parties had CDs and some even had dancing in the street!

Are there flats in your street?

Many party organisers found that the residents in flats did not tend to come to the street parties. It can be very difficult to contact people in flats because of intercom systems etc. Many residents in flats live alone and it would be wonderful if they were included in any street celebrations.

We had a 68-year-old lady playing volleyball on the street!



Ideas for helping to build your local community

Street parties are great for getting to know your neighbours, and there are many other ways to build and maintain a sense of community on your street.

Some of these ideas would be a great follow up to a street party and others you could try right away:

- Give extra lemons from your tree to neighbours
- Introduce yourself to one neighbour that you don't know
- Swap mail collecting and pet feeding when you go away
- Invite your neighbour for a Christmas drink
- Have a 'morning coffee and muffins'
- Street cricket match
- Sunday brunch sausage sizzle
- Potluck meal (bring your favourite dish)
- Street garage sale or trash and treasure exchange
- Swap leftovers or cook extra one night and share with a neighbour
- Street skills log and skills exchange (babysitting for guitar lessons, dog walking for dinner)
- Street newsletter (welcoming new residents, births, deaths, marriages, birthdays, new pets, street gossip!!!)
- Gardening/weeding/lawn mowing day (swap plants and cuttings)
- Street book club
- Grocery shopping for someone in need

- Street walking group (early morning or evening)
- Walk instead of driving and say hello as you go
- Sharing tools and resources (e.g. chainsaw, trailer)
- Christmas carols
- Progressive dinner or drinks
- Street pet show
- Children's concert
- Games night.

Researching your street

If you have an interest in local history or if you just like talking to people, you may like to initiate a social history research project in your street or local community. This usually involves interviewing people to gather personal stories and recollections that build up a colourful picture of local history, but it could take any form you choose.

Who/what you could research

- Residents and ex-residents of your street
- Your local park and park users
- Stories from a particular area e.g. Box Hill Artists' Camp
- Local community groups or organisations e.g. fire-fighters, dog walkers.

Ways to gather information

- Personal interview: explain your project and set up a phone or face-to-face interview.
- Ask your interviewees for names of other people you could contact.
- Host a small gathering for people to share stories together e.g. afternoon tea. You may need to enlist the help of a few extra 'scribes'.
- Gather old photos and memorabilia that can be scanned into a computer and returned.

What to do with the information

- Create a booklet of stories and photos that can be distributed to all participants, local libraries and historical centres.
- Create a web page.
- Hold a launch of the booklet or web page.

Case Study – 'The Lives of Ardoch'

Ardoch Housing Estate, in the City of Port Phillip, is a group of residential buildings located around a large 'Village Green'. Resident Lisa Fam decided to research the history of Ardoch by interviewing past and present residents.

Lisa conducted individual interviews in person and over the phone and also held an afternoon tea for past and present residents, where stories and memories were exchanged.

The final outcome of the project was a beautiful booklet of stories, photographs and poems called '*The Lives of Ardoch – snapshots of a changing community*'. It has become a valuable resource for the community, local libraries and historical centres.





Health benefits of social cohesion

'It's a sad reflection on many communities nowadays that more people watch *Friends* than have friends.' *Robert Putnam*

It appears that living in a friendly community is not only enjoyable, it is also good for our health. After reviewing the scientific literature on the health benefits of social connectedness, Professor Robert Putnam (2001, p. 327) concluded, 'Statistically speaking, the evidence for health consequences for social connectedness is as strong today as was the evidence for the health consequences of smoking at the time of the first surgeon general's report on smoking.'

In a municipality where residents have a significantly lower life expectancy compared to other local government areas, and a relatively high number of residents living alone, it seems timely to do something to improve the social cohesion in our community.

In a review of the research that underpins the most important social determinants of health Stansfeld (2000; p. 169,173-4) concluded:

'There is increasing evidence that communities with high levels of social cohesion have better health than those with low levels of social cohesion... Social support has a wide spectrum action on health, from influencing mortality at one end through physical morbidity to psychological morbidity at the other end... At the level of society, social cohesion can have a powerful effect on health which transcends that available from individual social relationships.'

Professor Robert Putnam's (2000, pp. 326-7) conclusion went further:

"Dozens of painstaking studies... have established beyond reasonable doubt that social connectedness is one of the most powerful determinants of our well-being. The more integrated we are with our community, the less likely we are to experience colds, heart attacks, strokes, cancer, depression, and premature deaths of all sorts. Such protective effects, have been confirmed for close family ties, for friendship networks, for participation in social events, and for simple affiliation with religious and other civic associations."

He also found that the death rates of people who are socially disconnected were between two and five times greater than matched individuals who had close ties with their family, friends and the community, regardless of the cause of death. A review of another study of 2754 people indicated socially isolated men fare worse than socially isolated women. After accounting for all other factors, socially isolated men were two to three times more likely to die in the following 12 years than their well connected peers; whereas socially isolated women were 1.5 times more likely to die than their peers (Hassed, 2002).

Hassed's (2002) review of the medical literature found that people with more diverse social networks had greater resistance to upper respiratory illnesses; greater protection against depression, suicide, drugs and alcohol abuse, teen pregnancy, crime and violence; and recovered more quickly from conditions such as depression.

Putnam (2000, p. 318) added that it was particularly important to improve social connectedness in poor communities: 'Precisely because poor people (by definition) have little economic capital and face formidable obstacles in acquiring human capital (that is, education), social capital is disproportionately important to their welfare.'



Public BBQ facilities

Putnam also argued that neighbourhoods with high levels of social capital are good places to raise children, as they generally tend to be 'cleaner, the people are friendlier, and the streets are safer' (p. 307). Communities with higher levels of social capital also tend to have lower levels of crime (Putnam, 2000).

Hassed (2002) cautioned that the health benefits may not flow if someone is merely provided with more opportunities for social connection. A person can feel isolated even when they are in a crowd. Both the opportunity and quality of contact are important.

Written by Peter Streker, 2003

References:

Hassed, C., (2002) *Mind-Body Medicine in Health Promotion*. Paper for students of the Monash University Department of General Practice.

Putnam, R. (2001). *Bowling Alone*. NY: Touchstone

Stansfeld, S.A. (2000). Social Support and Social Cohesion. (pp. 155-179) In: M.Marmot & R.G. Wilkinson (eds) *Social Determinants of Health*. London: Oxford.

Other Reading

Department of Human Services (1999) *Victorian Burden of Disease Study*.

Location	Suburb	Hot plate Quantity	Melways Reference
Antonio Reserve	Mitcham	2	49 C8
Box Hill Gardens	Box Hill	2	47 D8
Civic Centre	Nunawading	2	48 G9
Gardiners Creek Reserve	Burwood	4	61 C4 61 B4
Gawler Chain	Mont Albert North	2	47A6
Halliday Park	Mitcham	4	48 J7
Kingsley Gardens	Mont Albert	2	47 B9
Nunawading Reserve	Nunawading	1	48 E10
Old Drive In Site	Burwood	2	61 A6
R.E. Gray Reserve	Nunawading	1	48 G6
Schwerkolt Cottage	Mitcham	4	49 D7
Surrey Dive	Box Hill	2	47 B11
Surrey Park (Elgar Road)	Box Hill	1	47 B11

Sample Invitation



Food handling for event organisers

There are a number of golden rules to remember when organising a food event:

- Provide adequate **utensils** such as tongs, spoons, spatulas or gloves. This is to avoid food handlers using their bare hands.
- Provide adequate **food handling information** for volunteers in the form of both verbal and written instruction.
- Nominate a **responsible person/event co-ordinator** to oversee the food at the event and to be responsible for the food handlers.
- Ensure adequate **hand washing facilities** are provided including liquid soap and disposable paper towel.
- Provide an adequate supply of **disposable gloves**.
- Provide **coloured band-aids** for any sores/cuts etc. Ensure band-aid is covered with disposable glove.
- Provide an adequate supply of clean **protective clothing (aprons)**
- **Do not** allow food handlers to handle food if suffering from an **Infectious condition**, including diarrhoea and /or vomiting.
- **Ensure** all food is cooked and served hot at or **above 60°C**
- **Ensure** all pre-packaged food that is to be reheated reaches an internal temperature of **70°C** before serving.
- **Always** store and transport high-risk food (food that requires refrigeration) at **5°C or below**. Use an esky with ice.
- **Ensure** all pre-packaged food complies with the **labelling requirements** of the Food Act 1984. Labelling is to include: name of the product, name of the company person who made it, the address and telephone number of where the product was made, the ingredients, and used by date or packaged on date.

KEEP FOOD OUTSIDE THE DANGER ZONE (5-60°C)

You can contact your local Whitehorse City Council Environmental Health Unit on 9262 6197.

Sample Permit



Sample Temporary Street Closure Consent By Delegate

'A. Resident' has applied to the City of Whitehorse being the relevant authority seeking consent to the provisions of: Section 207 schedule 11 clause 10(1)(b), for the temporary street closure for the purpose of a function.

WHEREAS the undersigned having been delegated pursuant to the provisions to section 98 of the Local Government Act 1989 the power, authority, duty or function of the Council as set out in the instrument of delegation and authorised by Council at its meeting of the 25 November 1996, tabled as:

ITEM 13.2.2 TITLED: *Delegated Approval – Temporary Street Closures.*

HEREBY CONSENTS TO: *A temporary street closure for the purpose of a street party.*

LOCATION: *'A' Street, between 'B' Road and 'C' Avenue.*

DATE OF CLOSURE: *Saturday 18 November 2006, from 10:00am – 4:00pm.*

Subject to the following Conditions:

1. The applicant obtains and provides evidence of public liability to a minimum value of \$10 million from a recognised insurer.
2. All affected businesses and private properties are to be advised in writing at least three days prior to the works with an accompanying traffic management plan including the dates and times of the disruption. Access to properties is to be maintained at all times unless alternative arrangements are negotiated with property owners to Council's satisfaction.
3. Under no circumstances are vehicles permitted on the nature strips or footpaths.
4. The function activities shall not unduly interfere with normal pedestrian use of the street
5. The Police, Fire Brigade and Ambulance Services and any other emergency services are to be advised of the closure by the street party organiser at least three days prior to the street closure. You must advise Council that you have completed the emergency services notification. A nominated person shall be responsible for the immediate removal of all barricades to permit emergency vehicles into a closed street.
6. Traffic management at the time of the closure is to be in accordance with the Road Management Act 2004, Worksite Safety – Traffic Management, Code of Practice, which includes Australian Standards (AS 1742.3) and VicRoads guidelines. The traffic management plan is to be approved by Council before the street closure.
7. Noise shall be kept to a reasonable level so as to not cause any annoyance or nuisance to other persons.
8. The street must be left in a clean and tidy state and no damage shall be caused to any assets within the road reserve.
9. The street party organiser must report to Council any incident that results in a personal injury or damage as a result of your street party, within three days of the street party.

10. In granting permission, Council indemnifies itself and keeps itself indemnified from and against any claims or actions that may arise during the conduct of the street party, whether in relation to the installation and removal of the works (being barriers and signs) or otherwise.
11. Total Fire Ban days must be observed.
12. Council reserves the right to cancel this authorisation at any time with consultation with the applicant.

Rights of other parties over use of the public road are in no way affected by consent given by this Council.

Delegate:

Dated:

Notes for Point 5:

'The Police, Fire Brigade and Ambulance Services and any other emergency services are to be advised of the closure by the street party organiser at least three days prior to the street closure.'

Contact details:

Metropolitan Fire Brigade	9662 2311
Metropolitan Ambulance Service	9840 3500

Victoria Police

Nunawading Police Station	9871 4111
Box Hill Police Station	9890 1376
Burwood Police Station	9888 8377

Note, in an emergency dial '000'

'You must advise Council that you have completed the emergency services notification' by contacting the Transport Team on 9262 6177.

Sample note

If you are unable to contact someone in person to sign the Consent to a Street Party Temporary Road Closure form, you may wish to leave a note in their letterbox – see example below.

Blessington Street Street Party

Dear Neighbour,

My name is Jan Greeves from No. 13 Blessington Street and I am proposing to organise a street party with a Road Closure for Saturday 18 January 2008, 2pm – 6pm.

*In order to obtain a council permit for a road closure, written support for the street party is required from at least 75% of residents. If you have no objection to the road closure at the proposed dates and time, please sign and detach the form below and drop it into my mailbox by **Friday 20th November**.*

Once a permit for road closure has been granted, I will distribute invitations to the party.

This will be a great opportunity to meet your neighbours and get to know who lives in your street.

Jan Greeves

Please fill in and return:

*I have been informed of the date and times of the **Blessington Street Party and***

I have no objection to the proposed road closure:

I object to the proposed road closure:

Signed: _____

Name: _____

Address: _____

Date: _____

I would like to be involved in helping to organise the party (designing flyers, playing music, brainstorming ideas, baking a cake, or other: _____). Yes:

Phone no: _____

Application for a Residential Street Party Temporary Road Closure

(section 207 and schedule 11 clause 10(1) (b) of the Local Government Act 1989).

I wish to apply for Council consent for the temporary closure

of: _____ Street/Road/Avenue
[insert street name]

between: _____ and _____
[insert exact location of proposed closure i.e. between two streets or between two street numbers on the same street]

for the purpose of a residential street party.

Street party organiser name: _____

NOTE: this person will be the contact person for all dealings with Council.

Organiser's postal address: _____

Telephone number: _____

Description of the event:: _____

Any special activities: _____

Date of the proposed street party: _____

NOTE: this application should be submitted six weeks prior to proposed date.

Time of proposed street closure

From: _____ am/pm, to _____ am/pm.

Please turn overleaf.

Tick Checklist

- 1. I have spoken to a City Of Whitehorse Traffic Engineer (9262 6177) about the requirements of holding a street party and a traffic management plan.
- 2. I have attached proof of \$10 million public liability insurance.
- 3. I have attached written consent of residents from a minimum of 75% of the properties affected. Note: written consent of ALL the residents in the section of the street to be closed **who support the closure** is required. A minimum of 75% of properties must support the closure. Please refer to the Consent to A Street Party Temporary Road Closure Form.
- 4a. I **will** require the hire, installation and removal of Council road closure equipment and I have enclosed/paid the hire, installation and removal of equipment fee of \$80 and the application fee of \$20 (total fee payable \$100).
OR
- 4b. (i) I **will not** require the hire, installation and removal of Council road closure equipment required under the traffic management plan and I have enclosed/paid the application fee of \$20. Note only suitably qualified persons under the Road Safety Act may install road closure equipment.
AND
- 4b. (ii) If I **will not** require the hire, installation and removal of Council road closure equipment, I have supplied evidence of the type and design of the road closure equipment and details of the qualifications of who will install and remove them, for Council's approval.
- 5. Tick this box if you would like to borrow an umbrella.

* Cheques are to be made payable to the City of Whitehorse, or for other payment methods please pay at a City of Whitehorse Customer Service Centre.

DECLARATION

I _____
[name of street party organiser]

declare that the information provided with this form is true and correct.

Signature: _____ Date: _____

Please complete and return this application form with the consent to a Street Party Temporary Road Closure Form and payment to the City of Whitehorse Transport Team **six weeks** before the event.

Office Use Only

Signature: _____ Date: _____

Application fee	RC No. 352	\$ 20
Use of equipment plus installation	RC No. 353	\$ 80
and collection	Total	\$ _____

Date Paid: _____ Receipt No. _____

The personal information requested on this form is being collected for the purpose of the Application for a Residential Street Party Temporary Road Closure. The personal information will be used solely by Council for that primary purpose or directly related purpose & will not be disclosed to any other party except as required by law. The applicant may apply to Council for access and/or amendments of the information. Note: A \$30 fee for lost or damaged signs applies.



Contacting Council

Postal Address:

Whitehorse City Council
Locked Bag 2
Nunawading Delivery Centre 3110
Telephone: 9262 6333
Fax: 9262 6490

Email:

customer.service@whitehorse.vic.gov.au

Website:

www.whitehorse.vic.gov.au

Service Centres:

Whitehorse Civic Centre
(main Service Centre)
379-397 Whitehorse Road
Nunawading 3131

Box Hill Service Centre
Box Hill Town Hall
1022 Whitehorse road
Box Hill 3128

Forest Hill Service Centre
Shop 130,
Forest Hill Chase Shopping Centre
Canterbury Road
Forrest Hill 3131

Sustainable and Proud of It