

# Neighbourhood Street Parties

## Guidelines for Applicants

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Neighbourhood parties are a fun way to get to know your neighbours, socialise and share ideas. This guide is provided to assist with the street party planning process.

### Stage 1 – Planning

The first step in planning a neighbourhood party is to talk to your neighbours and find out the amount of interest there is in holding a party for your street or unit block. Some neighbours may want to be involved in the planning process and it's good to have a few people on board to support and assist.

#### Choosing the Date, Time & Location

When planning your neighbourhood party the following is recommended:

- Avoid days when emergency services are likely to be in high demand e.g. Australia day, New Year's Day, and when other sponsored local festivals are being held.
- Consider holding the party on a day when people are most likely to be home e.g., Sundays.
- Stick to a start and finish time to help keep the party under control; duration of approximately 2 hours is recommended.

The easiest location to hold a neighbourhood party is off – road. Where practical, consider locations such as:

- Using the local park or nearby green space
- A front yard in your street
- A large nature strip
- Shared body corporate/ common areas of your unit block.

#### Road Closures

Where a closure of a road or laneway is proposed in order to accommodate a neighbourhood street party a formal application will be required seeking Council approval. When considering a road closure Council must first advertise the proposal for at least one month, seek endorsement of its Local Traffic Committee which meets monthly and then report to a Council Meeting to obtain approval.

When considering a road closure, party organisers should allow sufficient advance planning to accommodate these statutory requirements. A minimum 10 weeks' notice is recommended to ensure the road closure application can be determined prior to the event date.

Where a road closure is likely to be required applicants should initially contact Council's Traffic and Parking Services team on 9335 2213 to discuss their proposal and to understand likely requirements, timeframes involved and if the proposal for a road closure can be supported.

As a guide, to be eligible for a road closure to hold a neighbourhood street party your street:

- Must be a local residential street block, cul-de-sac or laneway,
- Must not carry significant traffic volumes,
- Must not be a major transport route or contain bus routes,
- Must not provide access to railway stations and associated parking,
- Must not block access to shopping centres, car parks or interfere with commercial or business operations.

Neighbourhood street parties are non-commercial events and the following activities are prohibited:

- The erection of temporary structures, jumping castles or other entertainment devices,
- The sale of food or drink or fundraising
- Live performers or amplified music

## **Stage 2 – Application**

If your planning confirms a road closure is both preferred and feasible you will need to fully complete and submit the “*Application to Close a Road for a Street Party*”. The application form is available on Council’s webpage:

<https://www.innerwest.nsw.gov.au/live/information-for-residents/roads-and-footpaths/street-parties>

Applicants should note all conditions listed on the application form and in these guidelines and contact Council to clarify any matters.

At the time of lodgement of the application the organiser should ensure all properties and residents within or directly affected by the proposed road closure are notified.

Once the application is received a Council officer will assess and process the application and notify the applicant of when a decision has been determined.

## **Risk Management**

The organiser is responsible for the safe and smooth running of the event. It’s important that party organisers consider risk management of the street party site and implement appropriate risk management measures. Risks could include; trips and falls, electrical cords, manual lifting, food preparation and handling, access to water, access to toilets, accessibility for older people or people with a disability, sunburn, fire (BBQ), and any activities on or near the road.

A risk assessment template is included with the application form. All risks should be identified along with mitigation measures. Methods to reduce risk may include having a first aid kit that you can access during the street party if required; appointing a first aid officer; appointing a safety officer; completing regular site audits during the event; keeping noise to a reasonable level; having a wet weather contingency plan.

The organiser should ensure sufficient public liability insurance is in place to protect against potential claims. Council’s public liability insurance will cover such events provided all conditions of consent are complied with and the organiser submits a satisfactorily completed risk management assessment with the application. Should third party service providers be engaged for the event, the organisers must ensure public liability insurance of not less than \$20 million is current for each provider and copies of such policies are submitted to Council.

### Stage 3 – Pre-Event

Once written approval is received from Council, the organiser can commence implementing event management measures.

#### Notifications

The organiser must send written notifications to neighbours at least 2 weeks before the event, including the date, time, duration and main contact. This can be incorporated as part of an invitation to attend. All properties within or directly affected by the road closure area must be notified. Any concerns or requirements raised by business proprietors, residents or other occupants must be reasonably resolved or accommodated.

To ensure a quick response from emergency services if needed, applicants must notify the local Police station of the intended street party. Let the police know that you are having a party by completing the Party Registration Form online. Access the form through the NSW Police Force website and lodge at least 72 hours prior to the party being held.

[https://www.police.nsw.gov.au/online\\_services/party\\_safety/register\\_my\\_party](https://www.police.nsw.gov.au/online_services/party_safety/register_my_party).

Council Rangers will also be notified.

#### Barricades

Barricades and signs to implement the approved road closure may be hired from equipment hire companies. Alternatively, subject to availability, Council may make necessary signs and barricades available for collection by the organiser from its St Peters Depot by prior arrangement.

Barricades can be collected either using the flat trailer suitable for towing or can be taken away in a car. The barricade barrier board are approx. 2.5m long, and road closure signs and barrier legs may be folded to be taken away in organisers car (this is the preferred method).

- All equipment must be collected the business day before the event to maintain availability for other events.
- All equipment must be returned on the first business day after the event to maintain availability for other events.

Organisers should contact Council's duty officer on **(02) 9392 5564** to confirm an appropriate time for pickup from and return to Councils St Peters Depot located at No.15 Unwins Bridge Road St Peters.

### Stage 4 – The Event

At the appointed time of the approved road closure, barriers and signs must be installed by the organiser in accordance with the approved Traffic Control Plan to effect the road closure. These should be periodically inspected during the event to ensure they continue to be placed and displayed correctly.

Obstructions must not be placed on the road until the road closure is fully implemented.

Items placed within the road carriageway must be positioned so as to maintain a clear access along the roadway of no less than 4 metres for the use by emergency vehicles.

Prior to the nominated time for the road closure to end ensure any obstructions are removed from the roadway. The signs and barriers must then be removed from the roadway and stored in a safe and secure manner.

Ensure waste and rubbish is managed correctly and the street is left in a clean, safe and tidy condition.

In case of emergency, call 000. Council's Rangers can be contacted 9392 5000.

### Stage 5 – Post Event

The organiser must ensure that all signs and barricades are collected following completion of the event. Council signs and barricades must be returned to the St Peters Depot by the next business day.

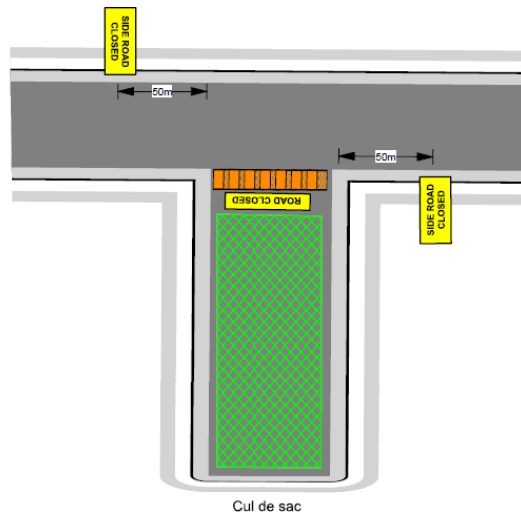
You must contact St Peters Depot on **(02) 9392 5564** to book an appropriate time.

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## Typical Traffic Control Plans for Street Party Road Closures

www.invarion.com

TRAFFIC CONTROL PLAN FOR STREET PARTY ROAD CLOSURES ONLY  
MAX 50KM/H ROADS - LOW TRAFFIC VOLUMES  
RMS SPECIAL EVENT CLASS 3



Street Party Area

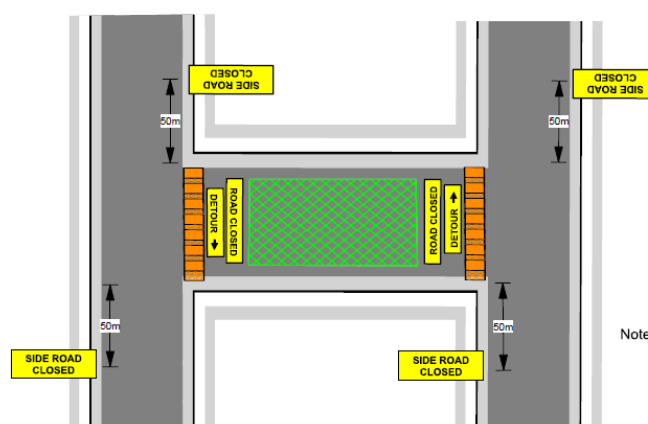
Barricading

Note: All signs to be attached to barricades.

DESIGNED BY:	PA
CHECKED BY:	GT
APPROVED BY:	JD

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