



# INNER WEST COUNCIL

## APPLICATION FOR APPROVAL OF STREET PARTY

Inner West Council encourages properly conducted neighbourhood street parties as a means of building community spirit and improving neighbourhood security. People organising a neighbourhood party need to obtain approval from Council prior to the closure of the road. Organisers are required to obtain approval for a street party involving a road closure with the following conditions:

- the party is to be held outdoors for fewer than 100 people
- no temporary structures or jumping castles are to be erected,
- participants are to bring their own food and drinks, and food and drink are not for sale
- there will be no performers or amplified music involved

Applications for Road Occupancy Permits to hold community street parties should be lodged six weeks in advance for approval by the Local Traffic Committee and Council. Normal fees for a Road Occupancy Permits are waived for community events and non-profit organisations.

Residents wishing to conduct a community street party should in the first instance contact Council on 9367-9222 and ask to discuss the proposed event with Council's Traffic Section before forwarding this application.

A **Traffic Control Plan** must be prepared by a RTA accredited traffic control person/company and must be lodged with this application to proceed, ensuring that all main and side streets associated and/or affected by the closure of all or part of a street are shown on the plan. A copy of a typical Traffic Control Plan is attached as a guide only.

### APPLICANT'S DETAILS

<b>First Name:</b>		<b>Surname:</b>	
<b>Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Phone No:</b>		<b>Mobile:</b>	
<b>Email:</b>			

### ROAD OCCUPANCY DETAILS

<b>Street:</b>			
<b>Between Streets</b>		<b>AND</b>	
<b>Suburb:</b>			
<b>Requested Date/s:</b>		<b>TO</b>	
<b>Requested Time/s:</b>		<b>TO</b>	

### TRAFFIC MANAGEMENT DETAILS

<b>What type of road closure is proposed?</b>	
<input type="checkbox"/>	Parking lane only (ie no impact on traffic flows)
<input type="checkbox"/>	Full Road closure (ie no vehicular traffic flows, however maintain at least 3 metres clearance for vehicular traffic flow and emergency vehicle access)



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## DECLARATION

I certify that our Traffic Control Plan complies with WorkCover's requirements and that I will ensure safety at the site is controlled as described in the plan and this application.

Applicant's signature:

Date:

\_\_\_ / \_\_\_ / \_\_\_\_

## PRIVACY STATEMENT

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the Privacy and Personal Information Protection Act 1998 (NSW), you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the Government Information (Public Access) Act 2009, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate such on the application form.

## INSTRUCTIONS FOR APPLICANTS

- Lodging an application requires a completed application form, all relevant information and the payment of the required fee.

### **INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU**

- Lodge in person – Inner West Council's Leichhardt Customer Service Centre, 7-15 Wetherill St, Leichhardt.
- Council's opening hours are Monday - Friday, 8.30am – 5.00pm, cashiering hours are Monday - Friday, 8.30am - 4.30pm. Please note Applications must be lodged by 4.00pm.
- Lodge by mail – Inner West Council - Leichhardt, PO Box 45, Leichhardt NSW 2040
- Lodge by Email – leichhardt@lmc.nsw.gov.au
- Application will be checked at lodgement to ensure the required information is provided
- Payment – In person – cash, cheque, EFTPOS, credit card (0.8% charged on credit card payments; MasterCard and Visa only).
- Payment – By mail/Email – Cheque or complete the Credit Card Authorisation form – located on Council's website under About Council / Forms / General Forms. Make cheque payable to Inner West Council - Leichhardt.

### **Office use only**

Checked by Officer:		Receipt No:	
Date:		Amount Paid:	
DWS No:		Cashier Code:	(Pathways) (Geac)
		Initial of Officer:	

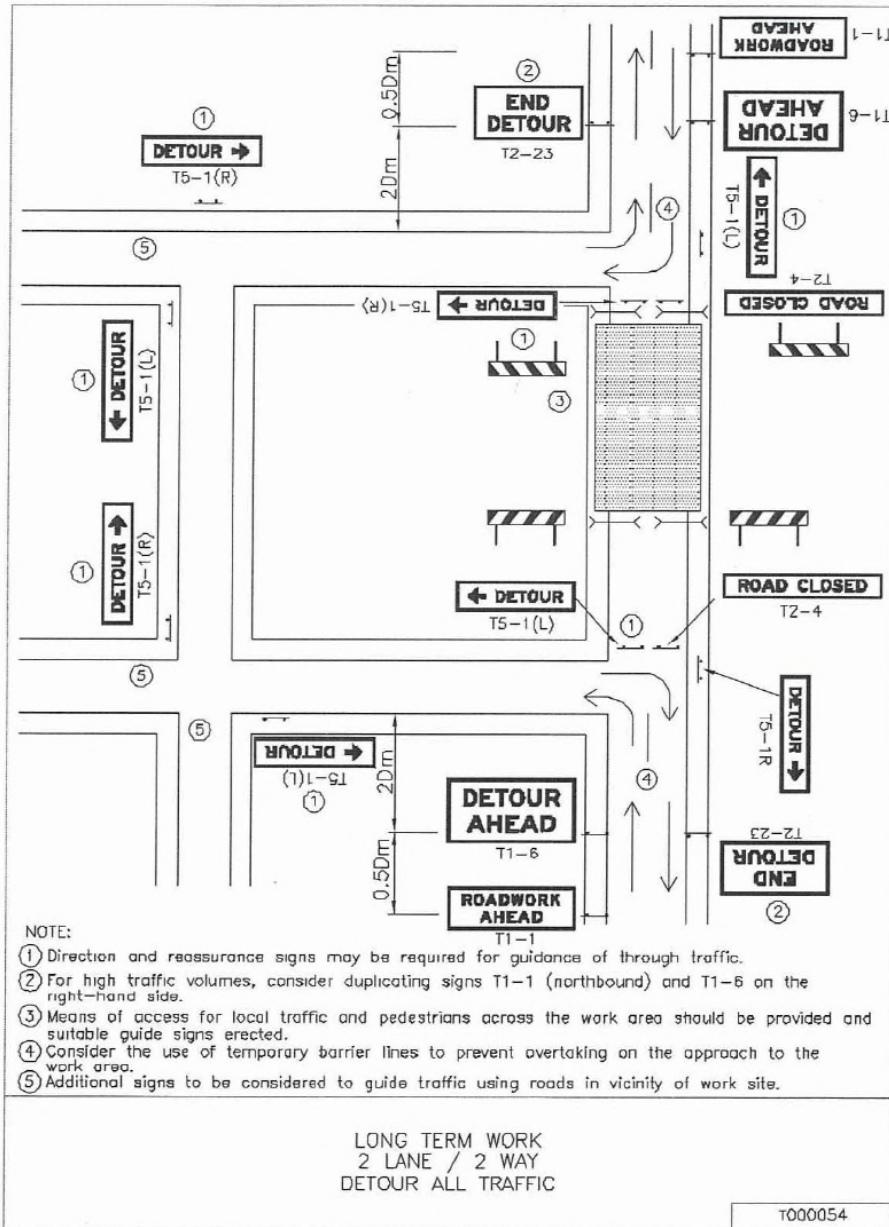


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A copy of a typical Traffic Control Plan (guide only):



Traffic Control at Work Sites



## TCP 54

September 2003  
Issue 1