

# *Banyule's Neighbourhood Street Party*



## *Kit & Application Form*



**Banyule**  
CITY COUNCIL

# Neighbourhood Street Parties in Banyule

A guide to having a neighbourhood street party or celebration with your local neighbours in Banyule.

## Welcome

Neighbourhood Street Parties are a great opportunity to get to know your neighbours and build community spirit. They also provide a way for neighbours to build friendly relationships, enjoy conversation and meet new residents.

Communities with a high level of connectedness tend to have lower crime rates because neighbours look out for one another and street parties and celebrations can improve your connection to your local neighbourhood.

The City of Banyule encourages residents to have a neighbourhood street party; this guide may ensure your party is a success.

This guide contains information on the options available for Neighbourhood Street Parties in the City of Banyule, advice to help you with planning and an application form.

## What Banyule Council can offer?

- This kit as a guide to having a neighbourhood street party including templates and application forms
- Free public liability insurance for the local organiser/s of a neighbourhood street party.

Please note there are a limited number per year.

- Free use of a BBQ (refundable \$50.00 deposit), an umbrella with stand (to go over the BBQ) and a fire extinguisher. Gas bottles are included with the barbeque but can not be guaranteed to have gas.

## Public Liability Insurance

Every Neighbourhood Street Party is required to have \$10 million Public Liability Insurance Policy. Banyule City Council has a limited number of Free Public Liability Insurance Policies each year.

To apply for the free public liability insurance, please tick the box on the application form.

If you would like to obtain and pay for your own public liability insurance, attach a copy to this policy on your application form.

## Street Closures

If your Neighbourhood Street Party is to be held on the road and you wish to close the road for your party, you will need to provide details in your application to Council at least 35 days prior to your requested date. This includes a map showing exactly where you require these road closures. **No traffic can access these roads closures during this period.** You can only close the road outside properties that agree to this road closure and you must show that these residents have no objections by getting them to fill in the form at the bottom of *the Example Letter to Residents* or get them to sign the *No Objection to Street Closure Form*.

Every street party where roads are closed requires a traffic management plan and appropriate road closure equipment. Council can also assist with providing staff to supply and erect road closure equipment for your event. (charges may apply)

or next to the bins in the park. **Take your rubbish home with you.**

### Applicants are responsible for:

- Informing the Victoria Police, Metropolitan Ambulance Service and Melbourne Metropolitan Fire Brigade. (See contact details under Street Parties Conditions)
- Dismantling road closure equipment and leaving the equipment in a safe place until the equipment is picked up on the following Monday.
- Leaving the street or road in a clean and tidy condition after the event.

### Note:

- Any costs to replace lost or damaged road closure equipment will be covered by the Street Party Organiser
- **Not all streets are able to be closed due to traffic management requirements.**
- Council only has two Neighbourhood Street Party Road Closure Kits so approval will be based on the order of applications received and the signage required if more than two parties are on the same date. If your party cannot be accommodated at the time you requested, you may be asked to nominate an alternative date.

## Food requirements and restrictions

BYO food and drink is suggested to avoid high costs for the organisers and ensure the food is appropriate. To have the event catered, choose a registered caterer to ensure the safety of the food. No further preparation of the food should be done once the food is delivered.

You may also want to consider if alcohol is appropriate for the event. People are advised to consider others which is what the spirit of a neighbourhood party is all about

## Cleaning

It is the responsibility of the applicant to ensure all rubbish is quickly and safely collected and disposed of appropriately and that you leave the area clean after the party. If your neighbourhood party is being held in a local park, do not leave rubbish spilling out

## How to organise your Neighbourhood Street Party in Banyule.

### Discuss the idea with your neighbours

Talk to a few of your neighbours to find out if they would like to participate in a Neighbourhood Party and discuss potential dates and type of party.

Make sure that if you are considering closing the road that you gain consent from **all** affected residents. You need them to either fill in the form at the bottom of the *Example Residents Letter* or fill in the *No Objection to Street Closure Form*.

### Select a Location

Decide on the best location for your Neighbourhood Street Party, such as a local park, on a driveway, shared space in an apartment block or on the street?

If you wish to hold your neighbourhood party in a park you only require a permit if:

- There are 50 or more people
- You wish to erect a structure such as a marquee, or stage (not including BBQs) or
- Vehicle access into the park to drop off or pick up equipment.

BBQs can be used in the park without a permit if you ensure the BBQ is not located within 4.5 metres of tree trunks, 1.5 metres of flower beds, and you collect any residue in an appropriate container and dispose it off-site, and that cardboard is located underneath the BBQ so the lawns are protected. **Don't** use a BBQ on days of total fire ban.

Consider recycling and rubbish disposal requirements and parking restrictions. Erecting marquees is not permitted in Banyule's parks and gardens without formal prior consent from Council.

Anyone who brings a pet to a Neighbourhood Party must keep the animal under control on a leash at all times and clean up after their pet.

## Useful Tips

Be conscious of cultural and religious differences

- Your party may reflect a range of different tastes in food, dance and music.
- Days of worship may mean some neighbours will be unable to attend, discuss this with neighbours when you are planning.

You can refer to the following website for information on specific cultures and religions: [www.interfaithcalendar.org](http://www.interfaithcalendar.org)

## Invitations

The next step following the issue of your permit is to distribute invitations to your neighbours. It is advisable to be inclusive of all your neighbours. Not everyone may be able to attend but giving residents the opportunity increases your chances of meeting as many people as possible in your street. Remember to ask your neighbours to bring chairs, food, plates, cutlery, glasses and any other items that may be needed at the party.

## Duration

A Neighbourhood Party with a duration between two and four hours is practical as it will allow for neighbours to attend who may have other time commitments on the day. Neighbourhood parties work well as casual neighbourhood happenings not as major events. If your neighbourhood party is closing the road you will need to allow time for setting up tables and equipment and also time for removing equipment and packing up. The maximum time you can close a road for a neighbourhood party is 4 hours.

## Games/Activities

Think about the age groups attending your Neighbourhood Party. Games and activities should cater for a range of ages. Keep it simple and not to organise too many different activities to ensure your party runs smoothly and avoid risk management issues.

## Pets

## Music

Decide if there will be music at your Neighbourhood Party. Council recommends using a portable or battery operated CD player to avoid any amplification and cables that may require further risk management assessment. Noise restrictions occur at the following times:

Monday-Thursday: Before 7am and after 10pm

Friday: Before 7am and after 11pm

Saturday and Public Holidays: Before 9am and after 11pm

Sunday: Before 9am and after 10pm

There are also volume limitations as well to consider.

## Privacy

Remember residents have the choice to participate and should feel comfortable whether they attend or not.

## Contact Information

Council Municipal Laws can be contacted on 9490 4222.

## How to Apply

To obtain a Permit for a Neighbourhood Street Party you must submit a completed Permit Application (available in this kit) at least 35 days before the event and pay any necessary fees no later than 10 days before the neighbourhood party date. Submit application to Banyule City Council, Municipal Laws, PO BOX 51, Ivanhoe 3079.

**This Kit is available on Council's website at [www.banyule.vic.gov.au](http://www.banyule.vic.gov.au)**



# Neighbourhood Street Parties

## Application form

1. Name of Applicant:
2. Address:
3. Telephone Contact No's:  (BH)  
 (AH)  (Mobile)
4. Proposed date of Neighbourhood Party:
5. Proposed Venue: (EG: on the street, local park):
6. Venue Address:
7. Time:  Start:  Finish:
8. Do you wish to close the road for this neighbourhood party?  YES  NO
9. Do you require assistance to develop a traffic management plan?  YES  NO
10. Do you require use of the Portable gas BBQ? (Refundable \$50.00 deposit required)  
 YES  NO

**Please Note: You will receive an invoice for any equipment or use of equipment which must be paid at least 10 days before your neighbourhood street party.**

If yes, Name of Street?  Suburb:

a. From Number:  To Number:  EG: From 6 Kintore Street to 22 Kintore Street or Braker Street from Sturt Street to Manner Crt)

11. Please sketch a diagram of where you would like to close the street including where barricades will be erected including the nearest intersections and right of ways. The diagram must show house numbers directly affected by the street closure in order for Council to approve your application. (attach plan is space too small)

12. Anticipated number of people attending?

13. Describe the type of neighbourhood party planned? (Eg: BBQ, Christmas Drinks, Afternoon Tea)

14. What type of activities (if any) are you having at your Neighbourhood party?

15. Do you require Public Liability Insurance to be organised by Banyule City Council for your Neighbourhood Party?  YES  NO (If No, please attach a copy of your \$10 million public liability insurance policy)
16. Have you informed your neighbours of your intention to hold a Neighbourhood Party in your street?  YES  NO
17. Have you gained approval from the residents affected by the Street closures?  
 YES (Please attach completed No Objection to Street Closure Form)  NO

**Applicant Checklist:**

- Application Form Complete
- Public Liability Certificate Attached or have applied for Public Liability Insurance on Application Form
- No Objection to Road Closure Form Complete (If applicable)

**Authorisation:**

- I have read the City of Banyule's Conditions on Street Parties supplied to me and agree to abide by them.
- I hereby sign this Permit Application on behalf of the residents. The residents agrees to indemnify and keep indemnified and to Hold Harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or anyway related to the closure of a street for holding a public function at the location described herein.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_

Council respects all personal and confidential information you give and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of Council Services in accordance with Council's powers, functions and purposes under the Local Government Act 1989 and other relevant legislation. It may also be used by Council to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact Customer Service on (03) 9490 4222.

I ..... understand that the information provided above will  
 (please print)

be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

**Signature:** ..... **Date:** .....

**OFFICE USE ONLY:**

Permit Number: \_\_\_\_\_

Fee Paid: Yes  Receipt Number: \_\_\_\_\_ No

Reply to Applicant (date): \_\_\_\_\_

Public Liability Reference Number: \_\_\_\_\_

Street Closure: Yes  No

Assistance with Traffic Management Required: Yes  No

BBQ Required: Yes  No

Invoice Sent (date): \_\_\_\_\_

**PLEASE SEND APPLICATION FORM TO:**

Banyule City Council, Municipal Laws, PO BOX 51, Ivanhoe 3079 or fax to: 9499 9745

# *Neighbourhood Street Parties in Banyule*

## **Conditions for Street Parties**

1. A completed Application for a Neighbourhood Party must be returned to Council at least 35 days before the proposed event. .
2. Public Liability Insurance of \$10,000,000 is essential and you must either have a Certificate of Currency which must be supplied to Council with the application form or you must apply to Banyule City Council to arrange Public Liability Insurance (A limited number of free policies are available each year to Neighbourhood Party organisers)
3. All residents affected by the road closures must be informed of the proposed road closures and you must have agreement from all residents affected (see attached No Objection to Street Closure Form).
4. The portion of the road that is closed must be kept to a minimum and should be no longer than 200 metres. Only the frontage of properties in agreement with the closure of the road can be included.
5. **No traffic** including resident's vehicles can enter road closure areas during the street party except for emergency vehicles.
6. The neighbourhood party activities must not unduly interfere with normal pedestrian usage of the street.
7. The applicant must immediately remove all barriers and street obstructions in the event that emergency vehicles require access.
8. Noise, including amplified noise, must be kept at a reasonable level so as not to cause annoyance to other persons.
9. The applicant is responsible for the appropriate disposal of rubbish and the street must be left in a clean and tidy state.
10. The applicant is to abide with any reasonable direction given by an Authorised Officer of the City of Banyule or member of the Victoria Police.
11. Neighbourhood party organisers must inform all residents of any street closures at least 14 days before the event by placing a letter in each letter box. (Please see example residents letter as part of this kit)
12. Agree to inform the Victoria Police, Metropolitan Ambulance Service and Melbourne Metropolitan Fire Brigade in writing at least 14 days before the event. You can do this by faxing the **Emergency Services Telecommunications Authority on (03) 9887 7325** (They can let MFB, MAS & the Police know about your road closures) or call one of the following:

**Metropolitan Ambulance Service** Emergency Operations Head Office on 9321 5901

**Metropolitan Fire Brigade** Inspector Operations Northern Zone on 9665 4502

**Victoria Police Greensborough** on 9435 1044

**Victorian Police Heidelberg** on 9450 8000



# Neighbourhood Street Parties in Banyule

## EXAMPLE RESIDENTS LETTER REGARDING NEIGHBOURHOOD STREET PARTY ROAD CLOSURES

Friday, 24 October 2008

DEAR RESIDENT

Dear Sir or Madam,

### DATE

(Name of resident/s) would like to inform you that we are planning on having a neighbourhood party on (date & time) for the .....(Name of Street) Neighbourhood Party. To assist with traffic management for this neighbourhood party and to ensure the safety of local residents we are also proposing temporary street closures between (Time-Time). Please see details below:

To ensure we gain permission from Banyule City Council for this neighbourhood party and proposed street closure, we need to ensure all residents affected by the proposed street closure approve of the street closure. It would be greatly appreciated if you could sign the approval form at the bottom of this letter and place in my letter box at (place number of street and street name here) by (date).

### PROPOSED ROAD CLOSURES:

DATE:

TIMES:

EG: Poulter Avenue to be closed from Pope Place (East side) to Bicton Street

No traffic will be able to enter these road closures during this period

From number 9 Pope Place to number 27 Pope Place.

If you have any objections to these proposed street closures please contact (*Organising person's name and telephone number*). If you require any further information about the proposed street closures please contact (*name and telephone number*).

If you do not return the form below, I will contact you to ask you to sign a form showing that you have no objections to these road closures in the coming weeks.

Kind Regards

(Name & Position)

I, _____(name of resident) of _____(No and Street name)
<input type="checkbox"/> Do not Object
<input type="checkbox"/> Object
To the proposed street closure on _____(date & Time)
Reason: _____
Signed: _____Date: _____

