

Street parties are a great way to promote community spirit but organisation is the key to ensure your street party is fun and safe for all involved. In the interests of community building, Glen Eira City Council supports small street parties that are organised by neighbours in their street.

There are however inherent risks associated with closing a street for a street party. Several steps are required to manage these risks and in turn protect you as the event organiser who is responsible for the street party. Some of these steps involve costs which Council, in the interests of community building, will fully refund upon the successful completion of the street party.

This *Guide* takes you through the steps to organising your street party.

1. Step one — getting started

Event organiser

For the party to occur, you will need to be granted Council consent for a road closure. The consent is in the form of a *Local Law* permit which may stipulate conditions. Make sure you give yourself adequate time to organise your party (at least six weeks prior to the event).

The first step is to contact Council to obtain Council's *Street Party Kit*. The *Kit* contains all the necessary information, instructions and forms required to apply for consent for a road closure.

At this time the only form required to be submitted to Council is the Street Party Application Form. No fee is applicable at this point.

Council officers

Once your application has been received, a Council officer will assess if your street is suitable for a street party and will respond to you within five working days of receiving your request. It is important to note that some roads in Glen Eira are not able to be closed for street parties especially those controlled by VicRoads. If your street is considered suitable you will receive written confirmation from Council. The confirmation will include a sketch where the street could best be closed. This step should be regarded as no more than approval in principle.

2. Step two — application process

Once in principle approval has been obtained from Council then further information is required to be submitted in order to progress your application.

2.1 Application fee

A non-refundable fee of \$167.80 is payable.

2.2 Neighbours' consent

This step involves talking to your neighbours and getting them 'on board'. Council requires the names, addresses and signatures of all residents who support the street closure/party. A minimum of 80 per cent of properties within the street closure must be supportive for the request to proceed further. Council may require the permission of other residents considered to be impacted but not necessarily within the actual road closure.

2.3 Terms and Conditions

This form needs to be completed and signed by the event organiser as recognition of accepting the *Terms and Conditions*.

2.4 Traffic Management Plan

You, the event organiser, are required under state law to submit a *Traffic Management Plan* to Council. This is a requirement whenever a street/road is closed. The *Traffic Management Plan* directs where traffic safety signs and barriers need to go to make the area of the street to be closed safe. The original sketch plan produced by Council officers will be a useful guide.

The *Traffic Management Plan* is prepared by a private company. The *Plan* is more than a plan, in that it also must incorporate the actual set-up of street/road barriers and signage as well as their removal post the street party.

The *Road Management Act* states that only suitably qualified and trained personnel can prepare a *Traffic Management Plan* and carry out the actions contained within.

2.5 Public liability insurance

You, the event organiser, are required to submit a copy of the Certificate of Currency for public liability insurance cover of \$10 million, as well as, copies of insurance certificates that relate to the hiring of contractors associated with the *Traffic Management Plan*.

Such public liability insurance reduces the risk to the event organiser. If anyone attending the street party incurs an injury or loss they could take legal action against the event organiser. Public liability insurance ensures peace of mind for you the organiser, your guests and other road users.

2.6 Alcohol

Council's preference is that street parties occur without alcohol. Council does not allow the selling of alcohol at street parties, however, if alcohol is to be served (for free) a temporary licence must be obtained through the *Victorian Commission for Gambling and Liquor Regulation (VCGLR)*. Guests bringing their own alcohol (BYO) does not constitute alcohol being 'served'.

Council will not reimburse any costs to the event organiser associated with obtaining a temporary liquor licence from the *VCGLR*.

If the street party triggers the need for a *VCGLR* licence, proof of such licence will be required to be submitted to Council.

In addition, a *Local Law* permit is required from Council where there will be more than 40 people in attendance and alcohol will be served or guests bring their own (BYO). This requirement is based on the number of people in attendance not the number of people who will be consuming alcohol. For example, there may be 45 people at the street party but only 20 consuming alcohol. A *Local Law* permit is still required.

If the street party triggers the need for permission under Council's *Local Law*, this will be considered as part of your application.

All completed documentation under step two needs to be submitted to Council at least three weeks before the street closure/party event. In summary, the required documentation includes:

- an application fee of \$167.80;
- evidence of at least 80 per cent residents' support;
- signed *Terms and Conditions* form;
- a *Traffic Management Plan*;
- public liability insurance; and
- any *VCGLR* permit needed for the serving/consumption of alcohol (if required).

3. Step three — notification

Following completion of step two by the event organiser, Council will carry out the following formal notifications:

- All residents impacted by the street closure. This notification is not limited to only those residents who live in the street to be closed. This may also include residents who live outside the street to be closed, but maybe impacted nonetheless. The name and contact details of the event organiser will be provided as part of this notification.
- Emergency services including Ambulance, Metropolitan Fire Brigade and registration with the Victoria Police's *Party Safe Program*.

4. Step four — reimbursement of costs

Council is aware that both a *Traffic Management Plan* and public liability insurance, as required under step two, come at a cost that is likely to run into the hundreds of dollars. Therefore, upon the successful completion of the street closure/party, Council will reimburse the full cost of the *Traffic Management Plan* and public liability insurance (conditions apply). It should be noted that the *Traffic Management Plan* and insurance costs are the only costs that will be reimbursed.

Reimbursement is conditional upon:

- a) Council receiving invoices and receipts for the *Traffic Management Plan* and public liability insurance;
- b) the reinstatement of the street/road to its pre-closure/party consideration; and
- c) whether the street party was conducted in an appropriate manner and in accordance with the *Terms and Conditions*.

The *Street Party Kit* provides a reimbursement form for the event organiser to return to Council post the event. Once the application for reimbursement has been received, a site inspection will be undertaken to ensure the street has been returned to its pre-party state. Any damage to Council assets may result in denial of reimbursement or payment of only partial reimbursement.