

Guidelines and Checklist for a Street Party

These guidelines are designed to assist you in planning your Street Party, to understand Council's conditions and requirements, and most importantly ensure that your party is safe and fun for all. Street Parties are available November – January, and are can be held Friday night, Saturday or Sunday (Please refer to the application form for times).

Council will organise the following on your behalf:

- Inform affected residents about the street closure and give them the opportunity to provide feedback
- Place a public notice of street closure on our website
- Notify emergency services, including Police, Fire and Ambulance
- Public Liability Insurance
- Prepare a Traffic Management Plan and assess the impact of the proposed road closure

STEP 1 – CONTACT YOUR NEIGHBOURS

- Recruit volunteers to get involved and assist with the organisation of the party. The personal approach will help minimise issues.
- Agree on a **date, location and time**. Consider using a **common area** in your street or one of the many suitable **local parks or reserves**. You won't need a Street Party Permit if your party is held on private land. If your party is held in a park, you will only require a permit if there are 50 people or more attending.
- Invitations to all your neighbours, with an RSVP date. Ensure all your neighbours have been invited as this may minimise objections.

STEP 2 – SUBMIT YOUR STREET PARTY APPLICATION

- Submit the Street Party Application form.
- Street Party Application submissions close on **31 October** annually. Council requires a **minimum of 4 weeks' notice** to approve a Street Party Application. We cannot guarantee the date or time you have requested, it depends on the number of applications received for that day.
- **Street Parties can only be held on Friday, Saturday or Sunday.**

STEP 3 – TRAFFIC MANAGEMENT PLAN

- Council will prepare a Traffic Management Plan for the street closure and assess the suitability of your street for closure.
- Council will organise Public Liability Insurance for your party, provided you have completed all sections of the Street Party Permit Application form correctly, and abide by the Street Party conditions.

STEP 4 – COUNCIL TO NOTIFY NEIGHBOURS

- Council will notify your neighbours of the proposed street closure and give them the opportunity to provide feedback.
- If there are any objections, Council will make every effort to resolve the concerns. (To avoid objections, it's always best if you have spoken to each of your neighbours early on). Should a neighbour's concerns not be resolved, it may be necessary to make some changes to accommodate them.

STEP 5 – EMERGENCY SERVICES

- Council will notify Emergency Services, including Police, Fire and Ambulance, on your behalf.
- In the event of an Emergency dial 000. Advise Emergency Services of the nearest cross street and ensure clear access to the incident. A minimum of 4 metre vehicle access must be maintained throughout the party site.
- Council should be advised of any accidents or injuries requiring emergency or medical assistance.

STEP 6 – SAFETY

- Think about nominating a person to focus on safety, especially if children will be attending. BBQ's must be away from children's activities.
- Be clear about start and finish times.

STEP 7 – FOOD AND ALCOHOL

- Think about catering. Are you going to invite everyone to bring a plate or have a BBQ?
- If you have decided that the catering will be shared, suggest someone supplies non-alcoholic drinks. Ask your neighbours to suggest what they would like to make and share.
- If applied for, the permit allows you to serve and consume alcohol in a public place. If alcohol is part of the party, ensure that there is also a variety of non-alcoholic drinks including water.
- You are not allowed to serve alcohol to persons under the age of 18 years.
- It is essential that alcohol is managed in a safe and responsible way. Consumption of alcohol outside the designated area could attract a fine. No sale of alcohol is permitted. If a guest is behaving inappropriately, you have the right to ask them to leave. Consider how you would approach such a circumstance when planning your Street Party.

STEP 8 – ACTIVITIES

- Plan the activities. Do any of your neighbours have hidden talents – music, juggling, organising children's games? Think about nominating a person to organise some activities, maybe street cricket or other games that everyone can join in.
- **Petting zoos and jumping castles are not permitted on council land.**

STEP 9 – ORGANISE THE EQUIPMENT

- Delegate to neighbours to organise equipment eg: BBQ, chairs, tables, music, plates and cutlery.

STEP 10 – CLOSE THE STREET

- Road closure barriers will be installed and dismantled by Council staff in accordance with the *Road Safety Act 1986*. Residents must not move the barriers (unless an emergency arises) until they are collected by Council Officers.
- Keep festivities within the designated area. Be considerate of others and ensure pedestrian access is available for residents or others who may need to enter or depart through the closed off section of the street.
- Keep your street beautiful and consider the environment when planning your Street Party and ensure all litter is recycled and disposed of responsibly.