

Application to Conduct Street Party

Your application should be lodged and fees paid a **minimum of 10 working days** prior to your commencement date. See back of form for full conditions for temporary road closure to conduct street party. **Note – For State Roads approval should be obtained from RTA.**

Applicant Details

Name: _____

Company: _____

Address: _____

Phone: _____ Mobile: _____ Fax: _____

Note - permits will be faxed or posted to the applicant upon approval

Location Details

Street Name: _____

Suburb: _____ Whole Street:(please circle) Yes No

If No, describe location: _____

Closure Details

Day: _____ Date: _____ Time: _____

Barricades Supplied by:(please circle) Council Private Company

If Council:

- Applicant to collect and return barricades to Council** (Free and conditions apply)
Operations Centre 1 Constitution Rd, Meadowbank between 8.30am to 3pm Monday to Friday
- Council to deliver and collect barricades** (\$135 and conditions apply)
Delivery and collection to street party between 8.30am to 3pm Monday to Friday

I hereby request permission to close a road/s for a temporary period to conduct a street party

I agree to comply with Council's conditions as set out on the next page

Applicants Signature: _____ **Date:** _____

Privacy Notification

In completing this form you will be prompted to supply information that is personal information for the purposes of the Privacy and Personal Information Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, the Council may be unable to process your request. Council is required under the Act to inform you about how your personal information is being collected and used. If you require further information please contact Council's Customer Service Centre on 9952 8222 and ask for an information sheet to be forwarded to you

Office Use Only

Application - \$78

Barricade Hire (optional) - \$135

Conditions of Approval for Temporary Road Closures to Conduct Street Parties

1. The views of local residents and businesses affected by closure shall be taken into consideration when closure is considered. Upon request the organiser shall obtain and provide evidence that consultation has taken place and concurrence has been obtained.
2. The proposed closure for large events shall be advertised in the local press at least seven (7) days in advance and organiser shall pay for the advertising of the proposed road closure. Council may require this condition for a street party road closure.
3. Residents/Businesses located within the section of road proposed to be closed shall be given prior advice of the closure and vehicular access to and from the property shall not be denied.
4. The organiser shall obtain approval from local Police. Any Police direction given shall be promptly obeyed.
5. Access shall be available at all times to the closed area for emergency vehicles. Local emergency services such as fire Brigade & Ambulance shall be informed of the times and date of closure.
6. Road barricades shall be provided and the organiser shall ensure they are manned and remain in place during the event and to allow residents and Emergency vehicles into and out of the street.
7. Organiser shall provide traffic control plan, which indicates location of barricades and warning signs for the closure.
8. All rubbish/refuse shall be removed on cessation of the function. A cleanup fee shall be charged if Council is required to remove any refuse.
9. The lighting of fires is not allowed in the street. If barbecues are intended, these are to be limited to portable units.
10. No unreasonable noise shall occur which might give rise to complaints under the Noise Control Act.
11. Where stages or marquees are to be positioned on a public road, erection and dismantling shall take place within the closure period. Otherwise the organizer shall be required to provide suitable safety precautions such as barricades, lights and signs to ensure public safety.
12. The organiser shall carry out a risk analysis of the site prior to setting up the facilities.
13. The organiser must ensure that appropriate food handling procedure followed.
14. The organiser must ensure all the barricades and signs are properly placed during closure and removed after the party.
15. Council will prepare the Traffic Management Plan and submit to the Roads and Traffic Authority for approval
16. Council will prepare the Traffic Control Plan for the temporary road closure to hold street party if approved.
17. Public Liability Insurance for the street party organiser will be provided by Council if the organiser does not have adequate insurance cover and is not an incorporated body, profit making entity or Sporting Club. Council will incorporate in the fee a charge as a contribution to the cost of Council holding this policy. Incorporated bodies, profit making entities or Sporting Clubs are required to provide evidence of their own public liability insurance for a minimum of \$20 million.
18. Council will also provide barricades and signs for the event for a fee of \$135. If the organiser can arrange for pick up and return of Council barricades (with no damage to them) they will be available free of charge. Otherwise the organiser can arrange for the supply of barricades and signs from a hire company.
19. Council will charge a fee of \$78 for the cost to process the application to close road to hold street party.
20. The organiser must ensure that a Fire Extinguisher and a garden hose connected to the tap are available on site to control/extinguish any fire that may occur.
21. The organiser must ensure that a First Aid Kit is available for use during each road closure event.