

# STREET PARTY APPLICATION

## About this form

Use this form if you are local residents or an organisation seeking approval to conduct a Street Party. Applications must be lodged 10 working days prior to commencement with relevant fees. See back of form for full conditions for temporary road closure to conduct street party.

**Note – For State Roads approval should be obtained from Transport Management Centre on (02) 8202 2200.**

## Council Contact Details

**Customer Service Centre** 1 Pope Street, Ryde NSW

**Post** Locked Bag 2069, North Ryde NSW 1670

**Email** cityofryde@ryde.nsw.gov.au

**Phone** (02) 9952 8222

**TTY** (02) 9952 8470

**Fax** (02) 9952 8070

## PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with

Company / Organisation						ABN No.
Title	Mr	Mrs	Ms	Miss	Other	
Given Name			Family Name			
Address						
Suburb			Postcode			
Postal Address If different from above						
Suburb			Postcode			
Preferred contact	Mobile	Phone	Email			
Mobile	Phone					
Email						

## PART 2 : STREET PARTY DETAILS

### 2. a) What type of Street Party is proposed?

#### A Street Party held by residents (Minimal Impact):

- The event does not intend to erect stalls for sale or distribution of goods or services.
- The event does not contain rides or attractions.
- The event is managed by local residents.
- The Event is expected to have no more than 150 attendees.

#### A Street Party held by an Organisation (Major Impact):

- The event intends to erect stalls for sale and distribution of goods and services.
- The event contains rides or attractions.
- The event is managed by an events coordinator delegated by the Organisation.
- The event is expected to have an excess of 150 attendees.

### 2. b) Please describe the Street Party you intend to carry out

### 2. c) Proposed Street Party date\*

### Time (Start and Finish)\*

### 2. d) Street Party location\*

Street name\*

Suburb\*

Postcode\*

### 2. e) Does the party require the whole street?

Yes

No, If no, please describe location:

## PART 3 : TERMS AND CONDITIONS

### 3 a) Applies to all Street Party (both Minimal and Major Impact) applications

1. The views of local residents and businesses affected by the closure shall be taken into consideration when closure is considered. Upon request the organiser shall obtain and provide evidence to Council that consultation has taken place and concurrence has been obtained.
2. The organiser is required to fill in a 'Street Party Form' at any Police Station and proof of submission is required. Any direction given by Police shall be promptly obeyed.
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. Access shall be available at all times to the closed area for emergency vehicles. Local emergency services such as the fire Brigade & Ambulance shall be informed of the times and date of the closure.
5. Road barricades shall be obtained by the organiser 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.
6. 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.
7. The lighting of fires is not allowed in the street. If barbecues are intended, these are to be limited to Gas or Electric portable units.
8. No unreasonable noise shall occur which might give rise to complaints under the *Noise Control Act*.
9. The organiser must ensure all the barricades and signs are properly placed during closure and removed after the party.
10. The organiser will arrange for the supply of barricades and signs from a hire company.
11. Council will charge a fee of \$373.00 (Incl.GST) for the cost to process the application to close the road to hold the street party.
12. The organiser must ensure that a suitable Fire Extinguisher and a garden hose connected to the tap are available on site to control/ extinguish any fire that may occur.

13. The organiser must ensure that a suitable First Aid Kit is available for use during each road closure event.
14. The organiser must notify the Transport Management Centre of the Road Closure for a Street Party on 8202 2200.
15. The organiser must ensure that appropriate food handling procedures are followed.

### 3.b) Applies to a Street Party held by residents (Minimal Impact) application

16. The organiser must prepare a simple Traffic Control Plan for the temporary road closure to hold a street party and provide a copy to Council.

### 3.c) Applies to a Street Party held by an organisation (Major Impact) application

17. The proposed closure for large events shall be advertised in the local press at least seven (7) days in advance and the organiser shall pay for the advertising of the proposed road closure. Council may require this condition for a street party road closure.
18. 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.
19. The organiser shall carry out a risk analysis of the site prior to setting up the facilities.
20. The organiser must prepare a Traffic Control Plan prepared by a certified authority for the temporary road closure to hold street party, if approved.
21. Public Liability Insurance must be provided by the organiser. The organiser must provide evidence to Council of their own Public Liability Insurance for a minimum of \$20 million which will be subject to the site's potential for damage and may require to be increased accordingly.
22. The organiser must prepare the Traffic Management Plan and submit to the Roads and Traffic Authority and the City of Ryde for approval.

## PART 5 : DECLARATION

OFFICE  
USE ONLY

Application - \$373.00 Incl.GST

I/We agree to comply with Council's conditions listed in Part 3 prior to submitting this application unless stated otherwise

I/We declare that the information provided in this application is true and correct and that all reasonable information and details have or will be provided to allow the application to be considered

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

I/We have read and understood this application AND attached the supporting documents listed in Part 4

Signature

Date

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

OFFICE USE ONLY Receipt number

Amount paid \$

Date received