

Welcome to Nillumbik street party

The **Nillumbik street party** guidelines have been developed to assist you when holding a street party or developing ideas for a street based event. These guidelines explain what is involved in preparing for, organising and supervising a street party in your area.

Why a street party?

Because many people live behind high fences, walls and electronic security systems, there is not always a welcoming atmosphere in residential streets. We can sometimes live in the same street for years and never know the people living beside us.

Many residents would like to do something to make their streets and neighbourhoods friendlier, but feel swamped by the demands of work and families and do not know where to start. A street party provides an opportunity to create links between neighbours and build a friendlier, safer atmosphere on your street.

People who are better connected to others are more likely to live longer, feel safer, recover from illnesses more rapidly and suffer less from conditions such as heart disease, depression and even the common cold.

Communities with high levels of social connectedness also tend to have lower crime rates, partly because neighbours look out for each other.

I already have my own friends, why do I need to 'meet my street'?

Nillumbik street party is not necessarily about making best friends (although you might!); it's about knowing who your neighbours are, greeting them by name, having an occasional chat or sharing a cup of tea.

Other practical benefits that may result from knowing your neighbours better are opportunities for car pooling, sharing babysitting and having someone (or being someone) close by to call on in an emergency.

What's involved?

The simplest way to have a street party is in your front garden, or you may prefer a more 'neutral' venue – a carport, driveway, kerbside or local park (consider the weather) or community centre.

Details of Council's community centres for hire can be obtained from our web site www.nillumbik.vic.gov.au > Home > Facilities, or alternatively, phone 9433 3733 for further information.

If you wish to close the road, you need to obtain written support from 75 per cent of affected residents, prepare a Traffic Management Plan and erect signage through an approved accredited Traffic Controller or Traffic Management Company.

See **Attachment 1** for 'Road closure information guidelines'. You are also required to inform Victoria Police, Ambulance Service and the Fire Brigade at least three weeks prior to your party.

In order to obtain a Council Permit, please complete the form 'Request for road closure for street party' (**Attachment 2**) and fax it to the Infrastructure Development section at

Nillumbik Shire Council on 9433 3777, at least 14 days in advance of the proposed road closure.

Further, before you undertake any work in Council's road reserve, please complete the 'Street Party Agreement' (**Attachment 3**) and fax it to the Infrastructure Development section at Nillumbik Shire Council on 9433 3777.

Public liability insurance

Public liability insurance (of no less than ten million dollars) is an essential requirement for holding a street party. You need to obtain public liability insurance for the residential street party and forward a copy of certificate of insurance to Council.

The street party organiser should ensure that everyone participating in the street party holds public liability insurance (i.e. barbeque hire, jumping castle hire etc.). The Municipal Association of Victoria (MAV) provides community group insurance.

For further information about the MAV community group insurance please contact the MAV on 1300 853 800 or visit www.communityinsurance.com.au.

Costs

These should be minimal as a street party should not be a charged or profit-generating event.

If a road closure is required, the organiser is liable for the costs of closing the road.

Preparing for the party

Share the work with one or two neighbours who can join you as 'contact people'.

Decide whether you will invite the whole street or just part of a street. It is good to be inclusive; invite everyone as not everyone will attend.

You may like to invite family, friends or community members but remember that if there are too many people, it won't be easy to identify who actually lives on your street.

If the street is long, you may consider having more than one host venue (especially for a street garage sale). It is fun to use the street as a party venue for a few hours and reclaim spaces usually reserved for traffic, but this requires obtaining a Council Road Closure Permit (see the guidelines attached).

Notification to residents

If you are going to close the road, you will need to notify people of the party at least six weeks in advance. You need to gain and provide evidence of support of at least 75 per cent of affected residents. See **Attachment 4** for sample 'Notification of street party for road closure'.

Once the Road Closure Permit is obtained, you should advise residents of the intended date and provide further details of the party.

Invitations

Be clear about the start and finish time of your party. Keep the event short, say up to two hours. People can arrange to meet separately later if they wish.

Be clear about BYO requirements, e.g. 'bring a chair and a cup' or 'BYO everything' can work well and allows people to contribute (although it's easier if the host can provide tea and coffee if you're having it). Make sure you ask people to BYO crockery and cutlery unless the organisers provide it or you arrange paper plates and cups.

Don't forget to include the organiser's contact details and any other information about the event – E.g. reason for celebration etc. You may also want to send a last minute reminder a few days before.

Distribute invitations at least three weeks before the party and ask for people to RSVP. They can drop replies into your mailbox or phone you.

Share the tasks of inviting people – door knocking and hand delivering works well and it starts the connecting process.

See **Attachment 5** for Sample street party invitation.

Decide if it is appropriate to have alcohol

It is not legal to sell food or alcohol at a street party without obtaining the necessary food trading and handling permits. This procedure is not covered in these guidelines; however contact Council's Public Health Services on 9433 3340 for further information.

Involving people's skills

Can your party include and support any local or budding musicians, artists, performers, storytellers, historians or chefs? There may be residents on the street who may like to assist in the event.

They could help design invitations; play music at the event, share local stories or their favourite recipe.

Enjoying the street party

Hang out, enjoy the food and conversation. Introduce yourself, dogs and children, wear name tags (and your street number if everybody feels comfortable doing this). Identify the street 'contact people', use the road to play cricket (if you have a road closure), listen to music, have a sing-a-long or organise a children's performances.

Protecting privacy – respecting boundaries

Each resident has the right to participate only as much as he or she feel is comfortable. People do not have to be involved if they don't want to.

Ideas to continue connections

Once your street has held a successful party, or shown interest in getting together again, there are many ways you can continue to build connections and nurture the ongoing community life of your street. Here are some suggestions for keeping the connections going:

- Garage street sale
- Street trash and treasure exchange
- Street skills swap and skills exchange (babysitting for guitar lessons, dog walking for dinner)
- Street newsletter welcoming new residents, births, deaths, marriages, birthdays, new pets, street announcements etc
- Gardening / weeding / lawn mowing day, swap plants and cuttings

- Street book club
- Grocery shopping for someone in need
- Street walking group (early morning or evening)
- Walk (instead of driving) once a week – say hello as you go
- Sharing tools and resources (eg chainsaw, trailer).

If you have an interest in local history or if you just like talking to people, you may like to initiate a social history research project in your street or local community. This usually involves interviewing people to gather personal stories and recollections that build up a colourful picture of local history, but it could take any form you choose.

Road closure information guidelines

If you would like to hold a party on the street, you will need to gather the written support of 75 per cent of affected residents in order to get a permit for road closure from Council.

We suggest you commence the road closure permit process at least six weeks prior to your proposed party date.

The procedure is as follows:

1. Determine the area to be closed off. Prepare a simple map or plan showing where the road will be closed.
2. Gather evidence of support from 75 per cent of affected residents. You may wish to use the road closure notification form (**Attachment 4**) that people can simply drop in your mailbox.
3. The road closure must be undertaken through an approved Traffic Management Company. These companies will provide a Traffic Management Plan. Details of Traffic Management Companies can be found under 'Traffic Control Equipment/ Services' in the *Yellow Pages*.
4. Contact Council's Infrastructure Development unit on 9433 3176 to obtain a Road Closure Permit. Refer to **Attachment 2** 'Request for Road Closure for Street Party'.

You will need to submit:

- Written evidence of support of closure from 75 per cent of affected residents (this should include details of the place and start and finish time of the event).
- A simple map or plan showing where the road will be closed.
- Evidence of public liability insurance.
- Evidence that arrangements have been made with an approved Traffic Management Company for all signage and equipment necessary for the road closure.
- Evidence that you have contacted the relevant emergency services.

You may also be required to submit:

- Approval of any public transport authorities that may be affected.
 - Police approval (regarding possible traffic disruption).
5. Supply Council with required documentation. You will receive a letter approving the road closure if the documentation submitted is satisfactory.
 6. In an emergency the organiser is responsible for the immediate removal of all barricades to permit emergency vehicles into the closed streets.
 7. Please note that road closures are in force during daylight hours only. It is preferable for road closures to be on weekends or public holidays.
 8. Function activities shall not unduly interfere with normal pedestrian usage of the street.

Attachment two

Request for road closure for street party

To: Infrastructure Development Nillumbik Shire Council

Fax: (03) 9433 3777

From:

.....Street Party Organiser's name

.....Address and Phone number

I wish to apply for Council's consent for the temporary road closure for a residential street party.

A Street Party has been booked to be held outside.....

.....
(Nominated street party address)

fromam/pm to.....am/pm on...../...../.....

(Start time)

(Finish time)

(Date)

The organiser of the street party has obtained approval of 75 per cent of residents of the street for this event.

Arrangements have been made with an approved Traffic Management Company for all signage and equipment necessary for the road closure.

We agree to notify Police Victoria, Ambulance Services and the Fire Brigade three weeks prior to the closure.

Applicants- please provide a simple sketch map showing where you wish to close the road. Mark the beginning and end of the road closure and any streets that are affected by the closure, if you need more room please attach a separate paper.

The Traffic Management Plan should either accompany this request or be forwarded directly to Council.

Provide a copy of the public liability insurance covering the event.

Street party agreement

Attachment three

Street party agreement

Your street party will need to adhere to the following regulations:

No illegal activities should be conducted at the party (this includes the use of illicit drugs and alcohol consumption by underage residents).

The party will be covered by the public liability insurance during the following times;

Street Party address:

.....

Date of Street Party:/...../..... Starts:am/pm

Ends:am/pm

All participants should be covered by the public liability insurance.

The street party organiser is responsible for:

- All cleaning of the street/park/building after the event and dismantling of road closure barricades.
- Removal of barricades in an emergency to permit emergency vehicles to enter the closed street.
- Informing Police Victoria, Ambulance Service and Fire Brigade three weeks prior to the event about the street closure.

I have read and agree to adhere to the regulations specified above.

Signed:

Street Party Organiser

Name:

Address:.....

Date:

Signed:

Name:

on behalf of Nillumbik Shire Council

Sample notification of street party for road closure

.....
(Nominated street party address)

Street party

Dear neighbour

My name is _____ from _____
(Street Party Organiser) (Nominated street party address)

I am proposing to organise a street party with a road closure on

(Start- Finish Time and Date)

(except local traffic of course).

In order to obtain a Council permit for a road closure, written support for the street party is required from at least 75 per cent of residents. If you have no objection to the road closure at the proposed date and time, please sign and detach the form below and drop it into my mailbox by ____/____/____
(Allow six weeks)

Once a permit for road closure has been granted, I will distribute invitations to the party.

This will be a great opportunity to meet your neighbours and get to know who lives in your street.

Please fill in and return:

I have been informed of the date and times of Road Street Party and

(Road name)

I have no objection to the proposed road closure

I object to the proposed road closure

Signed:.....

Name:

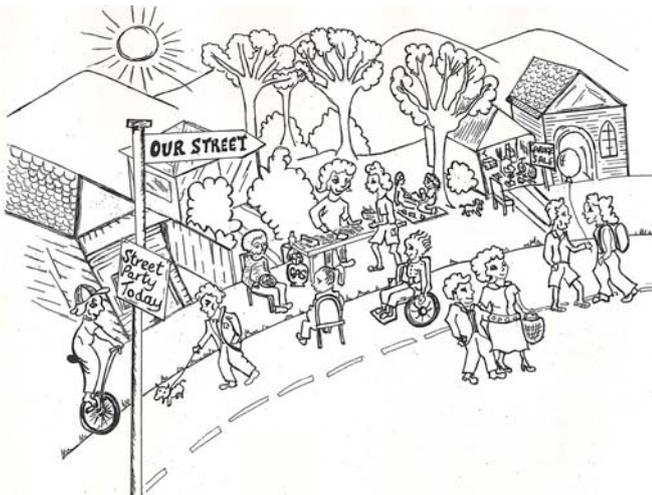
Address:.....

Date:...../...../.....

I would like to be involved in helping to organise the party (designing flyers, playing music, brainstorming ideas, baking a cake, or other)

Yes phone number:.....

Sample street party invitation



The residents of
No. 1 Metery Road invite
you to meet our neighbours
at a

Metery Road Street Party

The residents of 1 Metery Road are planning a
street party to celebrate the joy of summer!
We would love you to join us.



There will be:

- A barbeque for cooking on
- Live music
- Street cricket

What to bring:

- Food to BBQ
- Paper plates, glasses, etc
- Soft drinks and/or alcohol
- Music you like to listen to
or instruments you play
- Your dancing shoes!

Date: Saturday 18 January

Time: 2pm - 4pm

Place: outside 1 Metery Place

If you would like to help with organising the party,
please contact Jan on 123456

**PLEASE RSVP
BY 15TH JANUARY**

See you at the party!!



Check list

Attachment six

Check list for applicant:

Part A: (If road closure is not required)

- Determine location for street party.
- Signed Street Party Agreement (**Attachment three**).
- Attach public liability insurance.

Part B: (If road closure is required)

- Request for road closure for street party (**Attachment two**).
- Attach evidence of support for road closure from 75 per cent of affected residents.
- Arrangement with an approved Traffic Management Company for Traffic Management Plan and signage equipment.
- Notify emergency services.

Including documents listed in Part A.

Council's check list for granting approval for street closure:

- Is the party date and time in accordance with the policy.
- Signed Street Party Agreement (**Attachment three**).
- Evidence of 75 per cent of affected residents support.
- Public liability insurance sited and having a value of not less than ten million dollars.
- Hazard inspection undertaken (at least six weeks prior to the event).
- Evidence of arrangement with an approved Traffic Mangement Company for Traffic Management Plan and signage equipment.
- Evidence of emergency services contacted.

Contact details:

Attachment seven

In an emergency dial 000

Police:

Diamond Creek	9438 8300
Eltham	9430 4500
Hurstbridge	9718 2111

Fire:

Arthurs Creek	9714 8793	
Christmas Hills	9730 1704	9712 0598
Diamond Creek	9438 1457	
Eltham	9439 7917	
Hurstbridge	9718 2044	
Kangaroo Ground	9712 0241	
Kinglake	5786 1277	
North Warrandyte	9844 3283	
Panton Hill	9719 7382	
Plenty	9434 5920	
Research	9437 1753	
St Andrews	9710 1441	
Wattle Glen	9438 2301	
Yarrambat	9436 1222	

Emergency Services:

Eltham State Emergency Services	132 500
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Nillumbik Shire Council	phone	9433 3111
	Fax	9433 3777

Details of Traffic Management Companies can be found under the Traffic Control Equipment/Services section in the Yellow Pages.