



Street Parties in Kingston

Street parties help bring communities together, which Council is in full support of. In order to ensure the organisation of the event has been considered carefully, we have put together this information kit and application form. While you do need a permit from Council, our main priority is to enable you to create a fun event for yourself and your neighbours.

Below are some items for your consideration.

Good luck creating your event!

1. The application process

You will need to apply for a permit from the Victoria Police's Partysafe program, as well as obtain a permit from Council.

The Partysafe program information and application forms can be found at www.police.vic.gov.au



Please note Victoria Police require one week's notice.

If your street or road is managed by VicRoads and not Council, you will need to seek approval from them. To determine if your street falls into this category, more information can be found at www.vicroads.vic.gov.au

In relation to obtaining a Council permit, you will find an application form in this kit, which you will need to complete and forward to the City of Kingston.

The application is free of charge and asks you to note the following items:

- Your details
- Date of the party
- Start and finish time of the party
- Location of the party (attach a map specifying location)
- Expected number of guests
- Are you expecting to close the road to vehicles
- a checklist of items for consideration as follows

2. Consent

You must obtain consent to hold the party from your neighbours. A handy sheet is included in this kit.

3. Vehicle access

If you are applying to close your street to vehicle traffic, have you advised your neighbours of this and highlight if vehicular access will be available to their particular property?

4. Barriers

How do you plan on closing the road? Have you organised barriers or bollards?

5. Indemnity

Included with the application is a Form of Indemnity. Please complete and return it with your application, in order for us to review and progress your application

6. Insurance

You are required to be insured against injury caused by the party. This may already be covered by your house insurance. We suggest requesting confirmation of this with your insurer. Alternatively, you may choose to seek separate Public Liability Insurance at your own cost

7. Permit Conditions

The following conditions will appear on your permit, if granted:

- (a) all residents affected by the road closure are made aware of the Street Party and road closure
- (b) residents of (your street and suburb) and Emergency Service vehicles must be assured access at all times
- (c) the safety of all participants is paramount
- (d) barriers are used to close (your street and suburb). Please note that Council is not able to supply barriers.
- (d) the area of (your street and suburb) be cleared of all rubbish created by people attending the Street Party
- (e) No use of fireworks without a Permit issued from Worksafe



Street Party Permit Application

***i* Please return completed form to City of Kingston**

BY EMAIL

e info@kingston.vic.gov.au

BY MAIL

City of Kingston Local Laws, PO Box 1000
Mentone VIC 3192

ALL ENQUIRIES

Local Laws Department
t 1300 653 356

1. YOUR DETAILS (ORGANISER)

Full name

Address

Suburb Postcode

Best contact number

Email address

2. EVENT DETAILS

Date Start time AM PM Finish time AM PM

Location

Number of guests (approx)

Have you completed and lodged your application with Victoria Police under the Partysafe Program? Yes No

Have you attached evidence of insurance? Yes No

Describe the activities you will have at the event (eg music, BBQ, sports)

3. STREET CLOSURE DETAILS

Do you require a street closure? Yes No If yes, please specify street

What time do you require the closure? Start time AM PM Finish time AM PM

Have you attached a map indicating where the street will be closed, including the location of barriers? Yes No

AUTHORISATION

Signature of organiser

Date

Street Party Permit Application

Form of Indemnity



The applicant named in this application form agrees to indemnify and keep indemnified and hold harmless Kingston City Council (the Council), its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands, damages, loss, death or injury whatsoever which may be brought or made or claimed against them, or any of them, arising out of or in any way related to the Footpath Activities Permit issued in response to this application.

Full name

Signature Date

Position held within business

NOTE: If executed on behalf of a Company, this form must be signed by two persons – one being the Company Director and the other being the Company Secretary or another Company Director.

Full name

Signature Date

Position held within business

Street Party Permit Application

Neighbour consent

Please ask your neighbours to sign the below. You will need at least 75% neighbours to consent.

We, the undersigned, agree to the proposal to close the following street for the purpose of a street party.

Street name

Date Start time AM PM Finish time AM PM

Name	Signature	Property Number

Please attach an additional pages if required