

Checklist for Applicants

Please use the below checklist for your street party in conjunction with the Street Party Guidelines.

(✓)	Action	No. of Weeks prior to event	Proposed Completion Date
Planning			
	Download and read Application and Guidelines	12-15 weeks prior	
	Talk to your neighbours	12-15 weeks prior	
	Decide on a date, time and location	12-15 weeks prior	
Application			
	Contact Council's Traffic and Parking Services team on (02) 9392 5788 to discuss the street party proposal	12-15 weeks prior	
	Complete the application form and submit to Council with supporting documentation (e.g. risk assessment and third-party Public Liability Insurance)	10-12 weeks prior	
	Let your neighbours know of your plans	10-12 weeks prior	
	Appoint a First Aider for your party (for any minor injuries or to contact 000 if required)	10-12 weeks prior	
	Appoint a Safety Officer (makes sure the area is safe)	10-12 weeks prior	
Council Internal Process			
<p><i>There is a process that needs to be followed by Council to approve a street closure, this process ensures that the Road Act 1993 is followed.</i></p> <p><i>The steps include:</i></p> <ul style="list-style-type: none"> <i>Creating an appropriate Traffic Control Plan. This shows that your street can be closed safely.</i> <i>Publishing your street party in a local newspaper for at least 28 days. (The papers have publication dates, so the adverts need to be ready to publish a week earlier)</i> <i>Preparing a technical report to present to the Local Traffic Committee (this is a meeting where all works on roads in our LGA are discussed and go through the first stage of the authorisation process). The Committee usually meets on the first Monday of each month, Council Officers endeavor to get your street party application to the earliest LTC possible).</i> <i>If supported at the LTC, your Application is then authorised by your Council at the next available council meeting - generally the fourth week of the month.</i> <i>At the end of this process you will be contacted by a Council Officer</i> 			

INNER WEST

After Council Approval and up to the event			
	If you are using Council Signs/Barricades – Contact the Council’s duty officer on (02) 9392 5564 to book pick up from the St Peters Depot. You will need a vehicle that can tow a trailer, or a sizeable car to take signs/barrier boards.	4 weeks prior	
	Send out notification letter and party invitations to affected residents	2-4 weeks prior	
	Notify the Police of the event	2-4 weeks prior	
	Organise Party Decorations, Seating and Table arrangements etc	2-4 weeks prior	
	Prepare wet weather contingency plan	2-4 weeks prior	
	Organising recycling and waste management at your street party.	2-4 weeks prior	
	Contact the Council’s duty officer on (02) 9392 5564 and organise time to pick-up signs and barricades from the St Peters Depot.	<1 week prior	
	Install signs and barricades	15 minutes prior to the event	
Post Event			
	Pack all your party tables, chairs and anything else from your party site. Remove the signs/barriers once the road is made safe.	Immediately after event	
	Ensure waste and rubbish is managed correctly and the street is left in a clean, safe and tidy condition.	Immediately after event	
	Contact St Peters Depot duty officer on (02) (02) 9392 5564 to book an appropriate time to return the Signs and Barricades.	First working day after the event	