



## Application to Close a Road for a Street Party

### Section 138 of the Roads Act 1993

<b>About this form</b>	<p>Use this form to apply for approval to close and occupy a road to hold a neighbourhood street party.</p> <p>The Inner West Council encourages properly conducted neighbourhood street parties as a means of building community spirit and improving neighbourhood social inclusion. Council approval is required prior to closing a road.</p> <p>Applications should be lodged 10 weeks in advance of the planned date to ensure sufficient time for a Council determination to be made prior to the event.</p> <p>Prior to lodging this application, residents wishing to conduct a neighbourhood street party involving a road closure should in the first instance contact Council 's Traffic &amp; Parking Services Team on 9335 2213 to discuss the proposal, understand likely requirements, timeframes involved and if the road closure can be supported.</p> <p>This application applies to neighbourhood street parties which are non-commercial events, with less than 100 attendees and with the following activities prohibited:</p> <ul style="list-style-type: none"> <li>• The erection of temporary structures or jumping castles or other entertainment devices;</li> <li>• The sale of food or drink or fundraising</li> <li>• Live performers or amplified music</li> </ul>
<b>How to complete</b>	<ol style="list-style-type: none"> <li>1. Ensure that all fields have been filled out correctly.</li> <li>2. Please print clearly</li> <li>3. Once completed, please refer to the <i>How to Lodge</i> section for further information.</li> </ol>

Section 1: Event Details			
Street Name			
Between Streets		And	
Suburb		Postcode	
Requested Date			
Requested Time from		To	

Section 2: Applicant's (Street Party Organiser's) Details (Required)			
Salutation (✓)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
	<input type="checkbox"/> Other (please specify)		
First name		Surname	
Postal Address			
Suburb		Post Code	
Email			
Phone number		Other	

Section 3: Mandatory Documents to be supplied with all applications as separate documents, in pdf format, with clear file names	
<input type="checkbox"/>	Application form – a signed copy of the application form.
<input type="checkbox"/>	Sketch showing the proposed extent of road closures, noting adjacent property street addresses
<input type="checkbox"/>	Risk Assessment Report (see Section 4 below)
<input type="checkbox"/>	Copies of Third Party Public Liability Insurances
Nominate 3 <sup>rd</sup> Party Services Providers for Certificates of Insurance you are providing:	
1.	
2.	
3.	

**Section 4: Risk Assessment Report – Street Party**

Risk Description	Cause	Consequence	Risk Rating	Action (Mitigation)	Responsibility	Complete
		<i>Insignificant / minor / significant / major / severe</i>	<i>Low/ Medium/ high/ extreme</i>		<i>Name/ organisation</i>	<i>Yes/No</i>
Trips and falls	Clutter in street	significant	medium	Area to be maintained in clean and tidy condition		
Traffic entering road closure	Traffic control plan not implemented	Severe	medium	Implement Traffic control plan.  Conduct regular site audit.		

## Section 5: Street Party Approval Conditions

Approval, if granted, will be subject to the following conditions:

- 5.1 The applicant is responsible for:
  - a) implementing the approved road closure.
  - b) ensuring the area utilised for the street party is fit for purpose,
  - c) ensuring the event is managed and run in a safe manner,
  - d) ensuring risk management mitigation measures are implemented.
- 5.2 The Street Party is to be limited to fewer than 100 people.
- 5.3 No temporary structures or jumping castles or other entertainment devices are to be erected.
- 5.4 Participants are to bring their own food and drinks. The sale of food and drink is prohibited.
- 5.5 Fundraising is prohibited
- 5.6 Live performers or amplified music is prohibited.
- 5.7 Road occupation and road closure must only occur during approved hours.
- 5.8 The road closure must be implemented and maintained by erecting signs and barriers in accordance with the approved Traffic Control Plan.
- 5.9 The applicant must complete the online Party Registration on the NSW Police website at least 72 hours prior to the event.
- 5.10 The applicant must comply within any conditions set down, or instructions given by, any authorised agency or its authorised officers including but not limited to Police, Transport for NSW and Council.
- 5.11 All affected properties within or directly affected by the road closure must be notified of the road closures and activities at least 14 days prior to commencement of the road closure. Any concerns or requirements raised by business proprietors, residents or other occupants must be reasonably resolved or accommodated.
- 5.12 The use of any equipment or activities to be conducted in conjunction with the road closures must not result in any "offensive noise" as defined by the [Protection of the Environment Operations Act 1997](#)
- 5.13 While Council has Public Liability Insurance to provide relevant cover for a neighbourhood street party on Council land, organisers of events should consider if they need to take out any further insurances for the event. Council cannot assist with this determination, and organisers are encouraged to discuss this with their insurance provider.
- 5.14 Should the organiser hire third-party equipment or services for use during the proposed street party, the third-party's Public Liability Insurance, for an amount not less than \$20,000,000 for each supplier, must be provided to Council with this application.
- 5.15 The public areas to be used for the activities must be maintained in a clean & tidy condition.
- 5.16 The applicant may be required to reimburse Council for costs incurred by the Council as a result of a failure to comply with any condition of approval or damage to Council assets.
- 5.17 Any other conditions that may be imposed as part of the consent.

## Section 15: Applicant's Declaration (Required)

- I declare that all the information in the application is to the best of my knowledge true and correct.
- I understand that if information is incomplete processing of the application may be delayed or the application rejected.
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- I understand that Council will use the information and materials provided for notification and advertising purposes if required.
- I have read, understood and agree to comply with Council's conditions of approval.
- I agree to indemnify the Council against any action or claim for damages arising from the activities being undertaken as a result of an approval of this application.
- I have notified affected neighbours of the possible road closure.

Applicant's Name		Date	____/____/____
Applicant's Signature			

## Privacy Statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at [council@innerwest.nsw.gov.au](mailto:council@innerwest.nsw.gov.au) or write to us at P.O. Box 14, Petersham, NSW 2049.

## How to Lodge

Lodging an application requires a completed application form, all mandatory documents, all relevant information and payment of the required fees.

**From 27 April 2020, applications can be lodged online on Council's website at:**  
[www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service](http://www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service)

- For applications being lodged in person or by mail, all documents must be contained on a USB device.
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

**Lodge online:** [www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service](http://www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service)

**Lodge by mail:** Inner West Council, PO Box 14, Petersham NSW 2049

**Lodge in person:** Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham.

**Opening hours:** Monday-Friday, 8:30am-5:00pm [www.innerwest.nsw.gov.au/ContactUs](http://www.innerwest.nsw.gov.au/ContactUs)

**Cashiering:** 8:30am-4:30pm.

**Fees and charges:** This form does not necessarily include a comprehensive list of the fees that may be applicable. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Find fees and charges on the Council website: [www.innerwest.nsw.gov.au/FeesAndCharges](http://www.innerwest.nsw.gov.au/FeesAndCharges)

**Cheques are to be made payable to:** Inner West Council