

Street Party Application Forms

Checklist

Just a few steps away from getting your street party going. Simply fill in the following documents and return to:

Anthea Teakle
Alma Road Community House
Port Phillip Community Group
200 Alma Road
East St Kilda VIC 3183

Please make sure you have included the following:

- Completed Street Party Agreement Form
- Completed Road Closure Application Form & cheque
- Completed site plan for your proposed Street Party Road Closure (see sample on road closure application form)
- 100 points ID for the completion of your police check

For Major Street Parties (over 80 participants, less than 200), Please also include the following. Any more than 200 people, please contact ASSIST on 9209 6777.

- Major Street Party Application Form
- Liquor License/Temporary Food Permit (if required)

Street Party Agreement



PORT PHILLIP
COMMUNITY GROUP

Thank you for volunteering to organise your street party on behalf of the Port Phillip Community Group.

As an activity of the Port Phillip Community Group's Street Parties Project, your street party will need to adhere to the following regulations:

- No illegal activities should be conducted at this party (this includes the use of illicit drugs, and alcohol use by underage residents)
- The party will take place within the specified times and place, during which you will be covered by Port Phillip Community Group's public liability insurance. Date of party: _____

Starts: _____ Ends: _____

- All equipment provided by the Port Phillip Community Group will be treated with respect, then left clean and intact.
- Only street residents and their families are invited.
- Residents attend at their own risk.
- The party organisers will be responsible for cleaning up the street and dismantling road closure equipment.

I have read and adhere to the regulations above.

Name of volunteer organiser: _____

Address: _____

Signed: _____

Date: _____

Signed: _____ on behalf of Port Phillip Community Group.

Road Closure Application



PORT PHILLIP
COMMUNITY GROUP

Thank you for volunteering to hold a street party through the Port Phillip Community Group. Please complete this form and return, together with

- A site plan of your street and immediately surrounding areas (sample below), illustrating where you propose to close the street
- Signatures of 75% of residents directly impacted through the closure (if it is your first street party)

| | | |
|-------------------------|----------|------------|
| | | |
| 1P parking | Smith St | 2P parking |
| No parking restrictions | | |
| | Jones St | |

Please note: There is a \$50 payable street road closure setup. Cheques should be made out to the "Port Phillip Community Group". Payment together with the above documentation should be returned at least four weeks before your street party. You will then receive a response to this application within two weeks of the application.

Volunteer organiser's information

Name: _____

Address: _____

Telephone/s: _____

Email: _____

Party information

Day & Date: _____ Time Start: _____ End: _____