

Street Parties



**An easy guide to creating fantastic street parties
in your neighbourhood
2011**



PORT PHILLIP
COMMUNITY GROUP



F **Fulton Hogan**



Why have a street party?

Every year, about 30 parties happen all around Port Phillip. We asked our regular street party organisers about how their street had changed since their party. Here's what they said:

The best sense of community we've ever had

You feel like you're part of somewhere. It's a nice feeling.

There is much more interaction in the street since the street party.

I know if anything happened I could run into any house on the street and they would know who I was.

The kids play together now.

We all have each other's phone numbers and look after each other's houses when we're away.

There's a real trust and honour. It's a beautiful thing to have in a community.

Getting started

The City of Port Phillip supports small scale street parties that are organised by neighbours in their street. Parties may be held on the street, a laneway (with or without a road closure depending on the set up requested), in a resident's home or in a local shared space.

Community celebrations that are broader than one particular street and are less than 200 people, can also be supported, provided that:

- ✓ They are non-commercial, not for profit, and not for fundraising
- ✓ The organisers do not have public liability insurance already
- ✓ They are not seeking to close busy streets or declared roads. Declared roads are managed by VicRoads and cannot be closed by the City of Port Phillip unless there is written consent (MOC) from VicRoads for Council to review. Refer to Melways maps for those roads coloured red or black – they are the VicRoads declared roads.
- ✓ They are local in nature i.e. bring together people from a particular neighbourhood or local community

If your event does not fall within these guidelines, please contact ASSIST at the City of Port Phillip on 9209 6777 to be referred to the appropriate department.

You will need a lot of lead time to organise your party (at least 6 weeks). Please contact **Anthea Teakle at the Port Phillip Community Group on 9525 8746** (Monday, Tuesday or Friday) or leave a message on **9534 0777** other days to get the ball rolling.

So You Want To Close Off Your Street?

For any street party, you will need to obtain Council consent for a road closure.

First time party host – you will need to gather in writing, support from at least 75% from property occupiers directly affected by the road closure, especially where there are existing parking restrictions in local residential or commercial streets.

Allow at least 4 weeks prior to your proposed party date for the road closure consent to be processed.

Existing host – you may automatically use the approval from the previous year if there are no major changes to your street party, just check with your neighbours for any objections. As each road closure still needs to be processed according to the events on that day, **allow at least 2 weeks prior** for processing road closure consent.

Your application fee \$50 is payable to the [Port Phillip Community Group \(PPCG\)](#). This fee covers for the provision of a PPCG trained staff member to install road closure equipment which is supplied free of charge by [Fulton Hogan](#) and as part of PPCG insurance company. This is not a revenue generating cost for City of Port Phillip or PPCG.

Organisers may choose to cover this or ask each party-goer for a small contribution.

The Road Closure Procedure

1. Determine the area to be closed off in discussion with PPCG project worker.
2. You will be required to submit:
 - ✓ Written evidence of support of closure from at least 75% of affected properties i.e. residential/ commercial local roads (use attached drop-back forms as desired or you may prefer to door knock)
 - ✓ A clear map/site plan indicating your proposed road closure not forgetting that the road is generally open to all local traffic (see an attached example for your information)
3. Supply PPCG with the required completed documentation including the fee of \$50. Your application fee \$50 is payable to Port Phillip Community Group.
4. You will receive a letter issued by Council consenting the street party road closure including an approved traffic management plan.
5. The road closure equipment will be organised by Council (supplied by Fulton Hogan) and supplied to the organisers address and a PPCG staff member to setup/ install on the day. You will be responsible for packing down of equipment ready for collecting the following business day which will generally be the same as the drop off point unless otherwise pre-arranged with PPCG and Council. A charge from \$65 per piece of equipment is applicable if vandalised/ damaged or stolen to replace.

PPCG can assist with any step in this process if required. All applications and enquiries are to be submitted and lodged with PPCG.

Getting people on board

Share the concept with some neighbours you think will like the idea.

Invite two or three people to join you as a 'contact people' to help you get things started. Together you can share the task of inviting people – door knocking and hand delivering works well and it starts the connecting process.

Keep information clear including start & finish time, BYO requirements, contact details etc

Be inclusive and invite everyone (they may not all show up, but they will feel pleased to have been invited).

Deciding on a venue

It's fun to 'take over' the street for a few hours and reclaim spaces usually reserved for traffic.

The process for organising a road closure is a very straightforward one (see guidelines on pg 3), but as an alternative you may wish to consider the kerbside, a driveway, someone's front garden or shared grounds in an apartment block.

If the street itself is not suitable you may like to use a local park or community centre (available for download on our website as 'Extra Resources' for your street party).

If the weather is poor, you can relocate to someone's house or even rig up tarps on the street and keep partying!

Involving peoples' skills

Are there any local or budding musicians, artists, performers, story tellers, historians, chefs or residents on the street who may like to assist with the event?

Use their skills in designing invitations or decorations, adding music to your event and together make your party a success.

Tips for Your Street Party

What's been tried before:

- 👤 Wear name-tags (these can include people's street numbers and number of years lived in the street)
- 👤 Street Walks – history of your street name, history previous
- 👤 Street games (if you have a road closure)
- 👤 Music and ask people to bring their favourite CDs
- 👤 Children's performances
- 👤 Hire toys from the local toy library
- 👤 Keep note of who attends and common interests, to build on for any future events

At Smaller Parties You Could Try:

- 👤 Inviting neighbours to tell stories about and when and why they moved here
- 👤 The funniest or strangest thing they ever saw on the street
- 👤 Identify who are the oldest and the newest residents

Don't forget...

- ✓ BYO everything (food, drinks, chairs, plates and cutlery) and this gives everyone a chance to contribute
- ✓ The Port Phillip Community Group can provide a BBQ free of charge
- ✓ Introduce yourselves and children
- ✓ Wear name-tags (these can include people's street numbers and number of years lived in the street).
- ✓ Play cricket or volley ball on the road (if you have a road closure)

Is it 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 this kit, but can be accessed by contacting the City of Port Phillip Health Services Unit on 9209 6292.



Other things to consider

Public Liability

Street party organisers do a great service for their community but may leave themselves vulnerable without insurance.

The organiser is responsible for the smooth running of the event. If anyone attending the party incurs an injury or loss as a result of the way the party has been organised or run, they could take legal action against the organiser.

By registering with Port Phillip Community Group (PPCG) as a volunteer organiser, you, as a volunteer of PPCG will be covered under the PPCG public liability insurance cover.

This means that residents attending the party are assured that there is an accountable and responsible organiser and you will be covered should they sustain an injury related to the organisation of the party. However, should they injure themselves at the party in an incident unrelated to the organisation of the party, they would have to take responsibility for this.

Police Check

In order to become a volunteer of the Port Phillip Community Group for the purposes of organising a street party, you must undergo a police check. This is simply a matter of filling in the 'Consent to check and release national police record' form and providing 100 points of ID. Any information provided is strictly confidential and will only be held with the Police and PPCG.

Police checks have been introduced into the area of community events in recent years in the interests of public safety. Traffic offences and minor misdemeanours will not prevent you from being a volunteer street party organiser. For enquiries about police checks please contact Anthea Teakle at Port Phillip Community Group ph 9525 8746.

Privacy and Safety

Each resident has the right to participate only as much as feels comfortable. Also note that the local Police are always informed of the street parties happening in the area.

This kit was adapted from the original StreetParty Kit (2004), Cover Illustration: Joel Meadows. Street Parties form part of the City of Port Phillip's Health and Wellbeing Plan 2007 – 2013. This work would not be possible without Anthea Teakle and Sandy Joffe from Port Phillip Community Group. Thank you also to Fulton Hogan for their ongoing support with this community initiative.