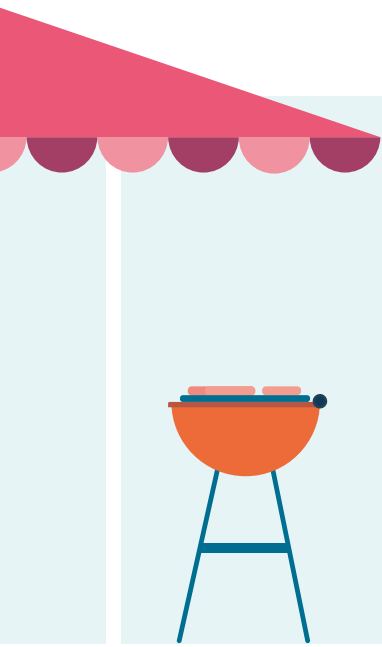


STREET PARTY PLANNING KIT



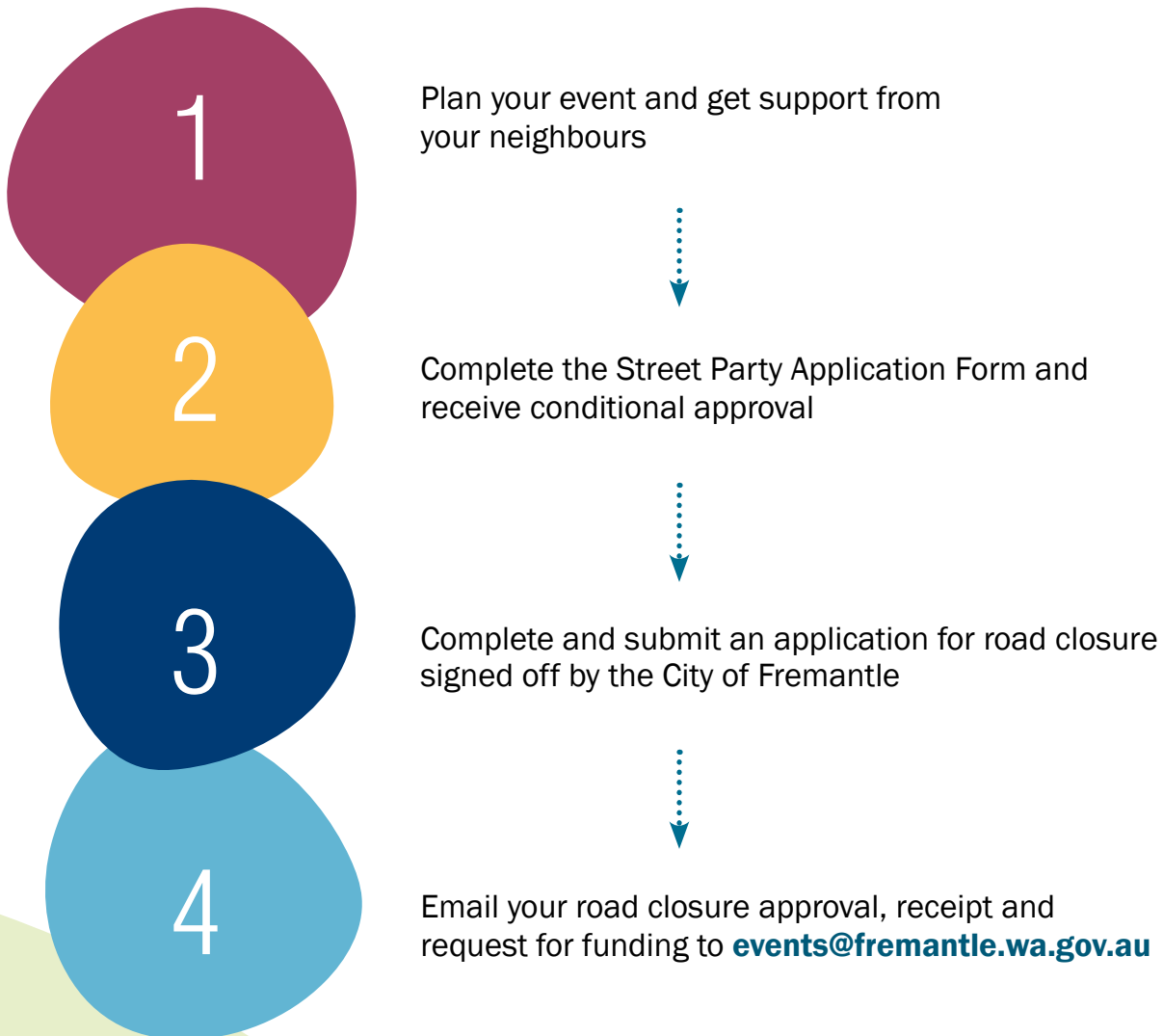



Get to know your neighbours in a fun and casual environment by hosting a street party.

The City of Fremantle is making it as easy as possible for you to organise an event on your street safely, so that you can focus on the fun stuff: meeting new people, getting to know your neighbours and celebrating your community!

The City of Fremantle can help you obtain event approval, partner you with a community event traffic controller that can help you close your road, and in some cases, provide financial support.

PLANNING YOUR STREET PARTY IS EASY AND TAKES JUST FOUR SIMPLE STEPS:





We have all the tools, templates and information you need to hold a successful street party. Some essential documents included in this kit are:

- **Street Party Checklist**
- **Examples of local streets ideal for a street party**
- **Neighbour Support Form**
- **Letterbox Notification Template**
- **Invitation Template**

PLANNING YOUR STREET PARTY

Holding a street party is a great way to get to know your neighbours. The type of events covered under this kit are known as ‘Community Street Parties’ and involve:

- Closing a **local street**
- Attracting less than 400 people
- Events that are not open to the general public but are targeted towards residents from the immediate street, and are by invitation only.

Examples include:

- Community Christmas parties
- Halloween trick or treating
- Neighbourhood Street Parties

A local street is a short section of local road that:

- Does not involve closure of any portions of a street that include an intersection, traffic control signal or bus route
- Is low volume, low speed (50km/h or less)
- Is a residential street
- Does not include distributor streets



PLAN YOUR EVENT AND GET SUPPORT FROM YOUR NEIGHBOURS

Step 1: Get your team together

Street parties are a great way to bring a community together and to help you meet your neighbours. The best way to start your party planning is to gather one or two neighbours who can help you with organising the party and provide support on the day to make sure everything runs smoothly.

We recommend that you start planning your street party and road closure at least 2–3 months in advance. This will give you ample time to discuss and organise the party and get all the necessary approvals.

Step 2: Ask your neighbours for permission

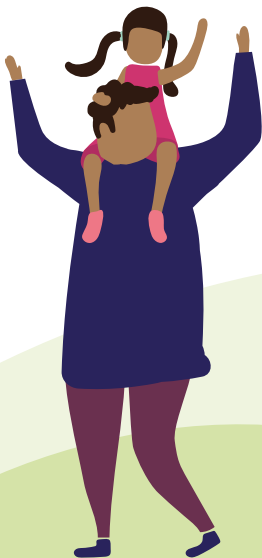
In order to close a road for your street party, you will need approval from the majority of people on your street.

You can use the Neighbour Support Form and Letter Notification Template in this kit to help you.

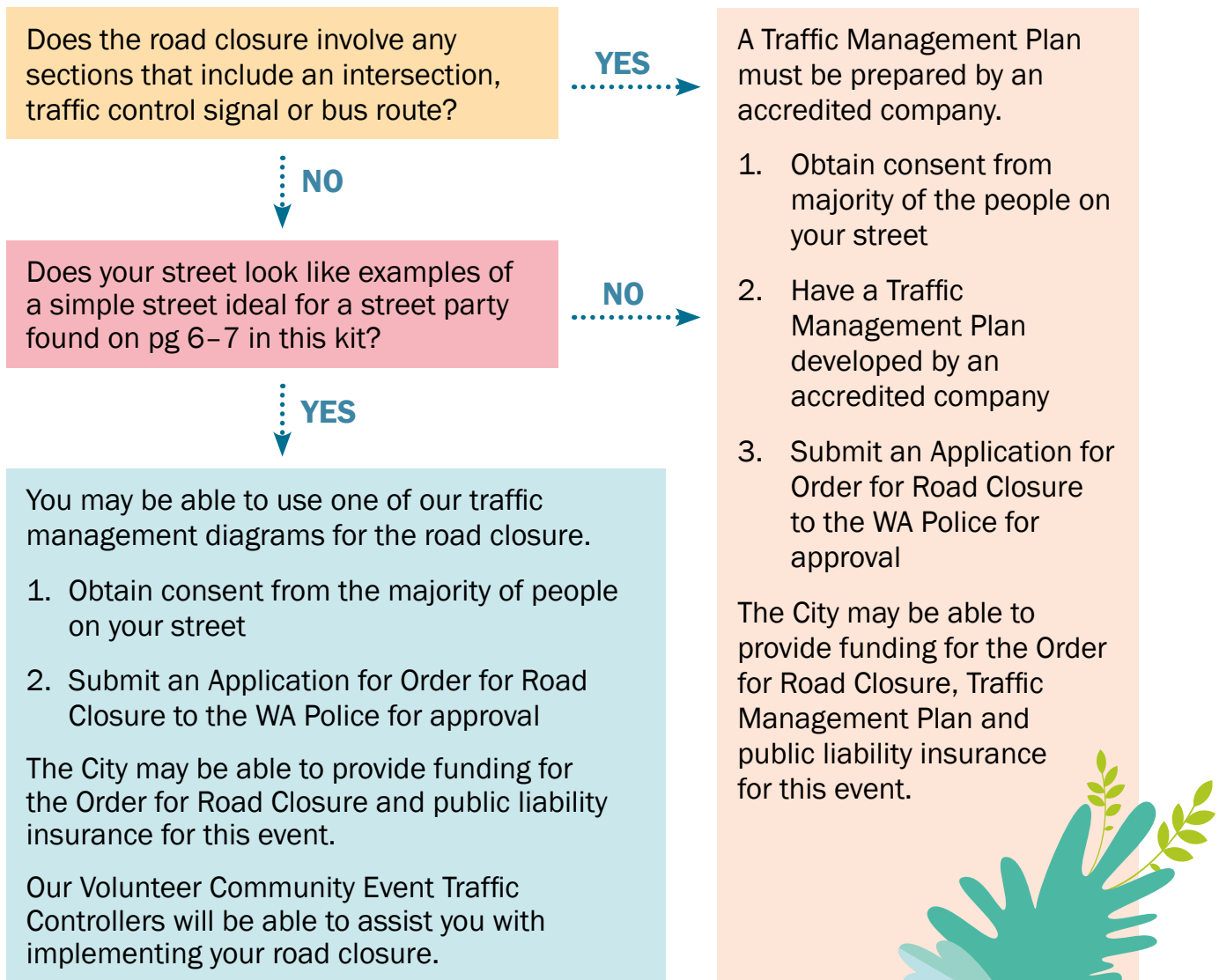
Step 3: Apply to close the road

Once you have your team on board and support from your neighbours, we'd love to chat about how the City can help support your street party. Tell us about your plans and we can let you know what support and funding is available.

If your plan is spot on, we'll save the date, and sign an Application for Order of Road Closure as a first step to closing the street.



The next step depends on how complex the road closure is. See our helpful diagram below:



Step 4: Get Police Approval

The WA Police are required to approve your Application for Order of Road Closure. To approve your application, they will need:

- Application for Order of Road Closure signed by the City of Fremantle
- Your completed Neighbour Support Form
- Payment of the applicable fee (make sure you keep the receipt, we may be able to refund this)

Step 5: Get your Traffic Management Plan in place

If the road closure is a simple one, you may be able to use one of the City's Traffic Management Plans. If it's more complex, you will need to engage an accredited company to prepare a plan on your behalf. We'll be able to advise you of this.

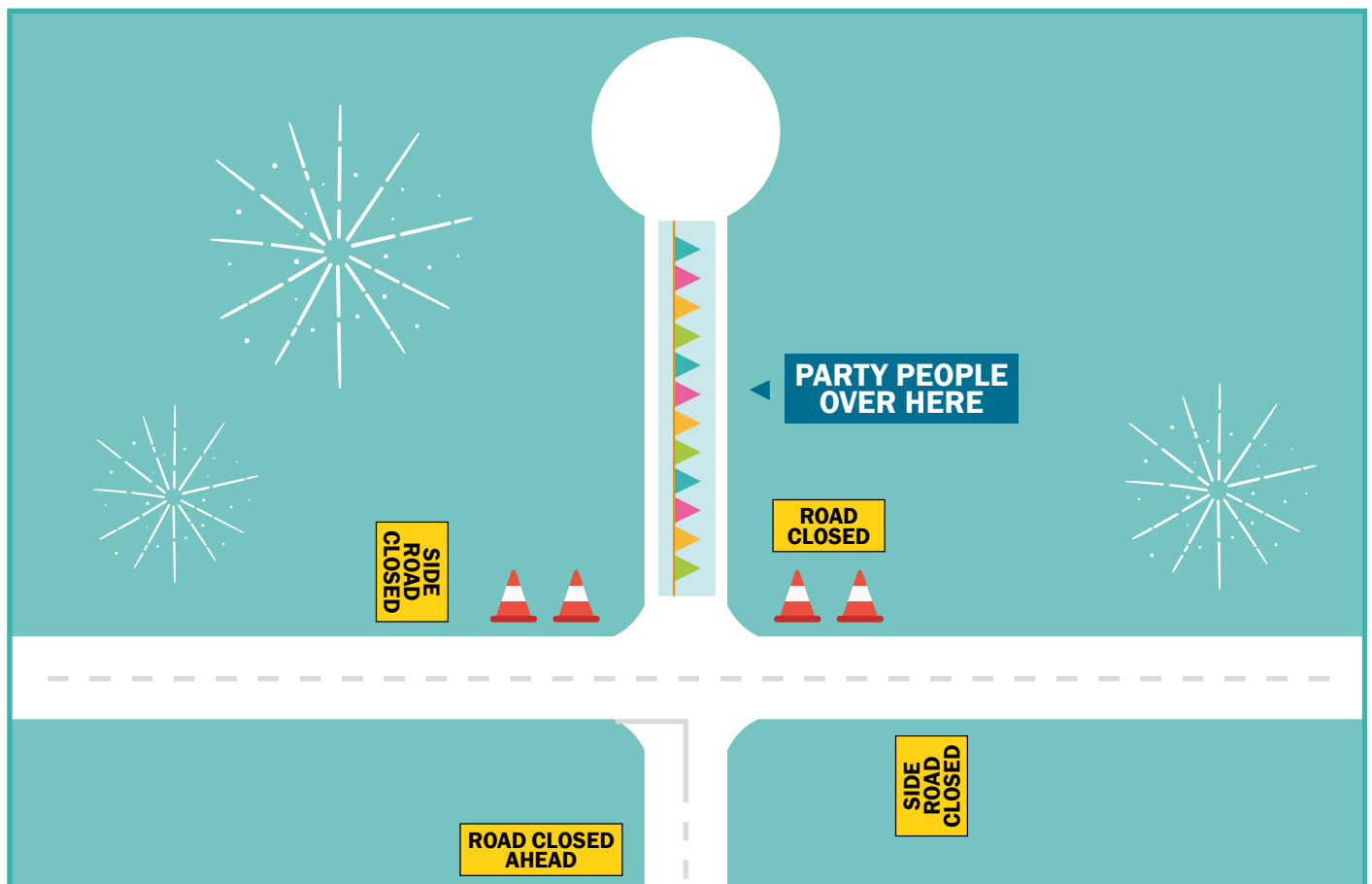
Step 6: Email your road closure approval, receipt and request for funding to events@fremantle.wa.gov.au

EXAMPLES OF LOCAL STREETS IDEAL FOR A STREET PARTY

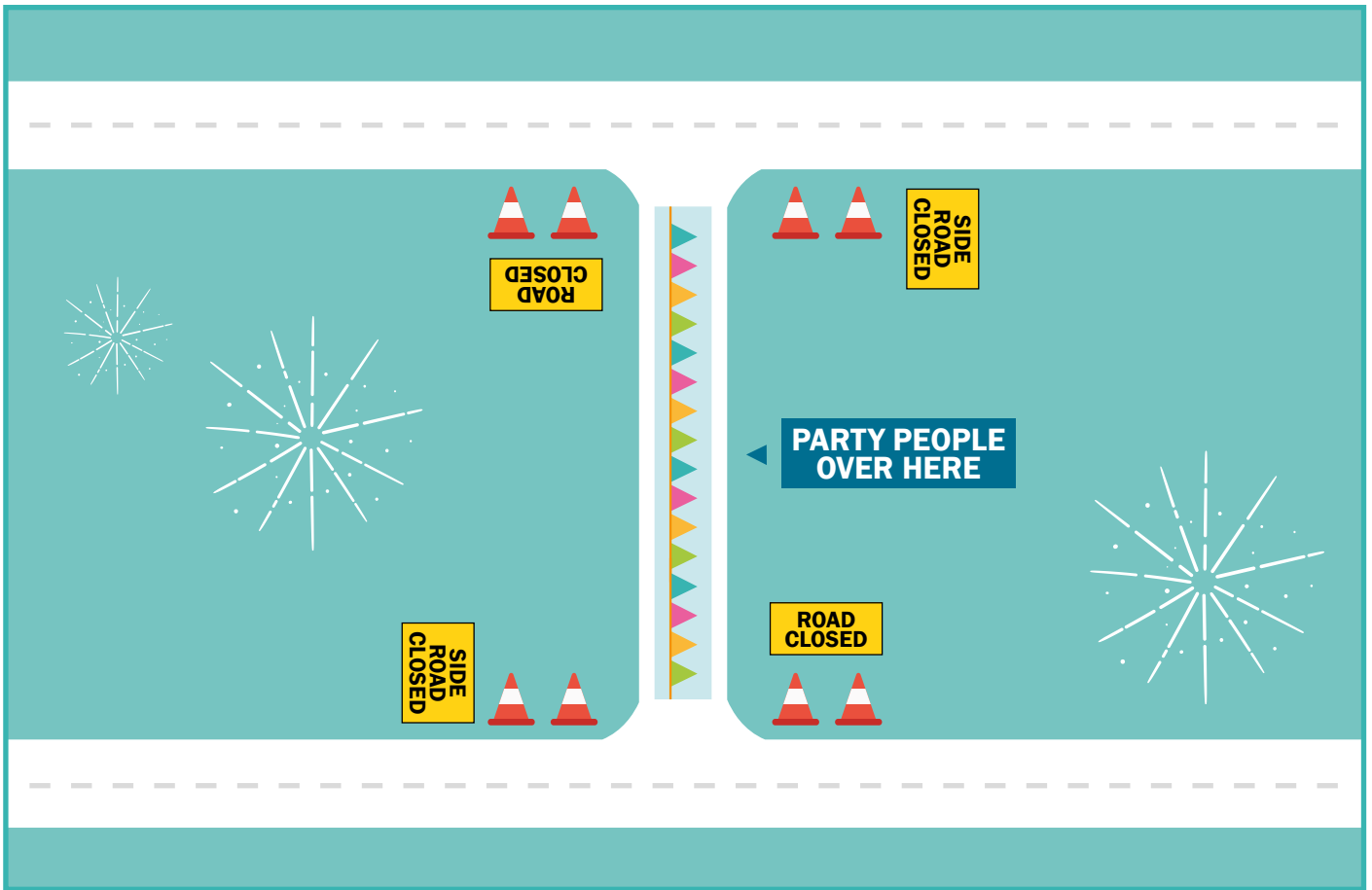
If your street fits into one of the examples provided below, you may be able to use the Traffic Management Plans provided by the City for your street party.

Don't worry! If your street looks a bit more complicated than the examples provided, you may still be able to host a street party, you will just have to engage an accredited Traffic Management Company to create a Traffic Management Plan for you. The City can help you out with this. Please note, this will be an additional cost, where possible the City highly recommends using a street like those in our examples to hold your street party.

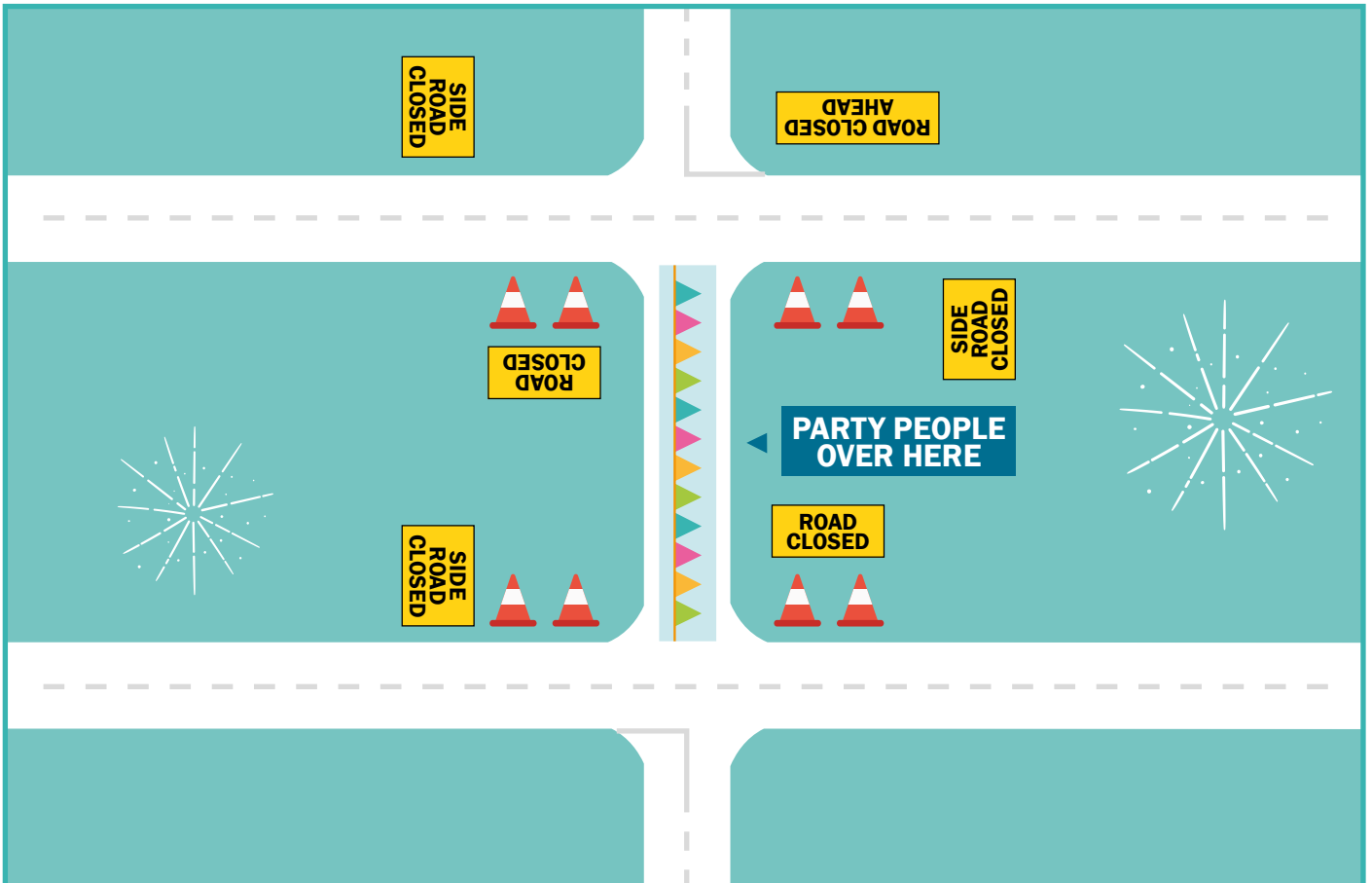
Culdesac Street Party



T-Junction Street Party



Through Road Street Party



CITY OF FREMANTLE COMMUNITY FUNDING AND SUPPORT

Your event may be eligible for community funding. Funding covers a variety of costs such as fee waivers, public liability insurance, road closure implementation and application fees, and traffic management equipment.

If you require City support to deliver your street party, please let the City know when completing your Street Party Application Form.

Want to know more?

For more information or to discuss your proposed street party and available community funding, call the City of Fremantle at **1300 MY FREO**, or email events@fremantle.wa.gov.au



TOOLS, TEMPLATES AND EXAMPLES



CHECKLIST

Plan your party

Recommended timeframe: 2–3 months before

- Read this Street Party Planning Kit
- Discuss with your neighbours and get them on board
- Complete the Street Party Application Form and conditionally confirm your street party
- Apply for community funding

Get WA Police Approval

Recommended timeframe: allow 3–4 weeks

- Submit Order for Road Closure to Fremantle Police Station (signed by the City of Fremantle)
- Submit Neighbour Support Form
- Pay fee and keep the receipt for reimbursement

Submit documents to events@fremantle.wa.gov.au including:

- Approved Application for Road Closure (co-signed by WA Police and City of Fremantle)
- Public Liability Insurance Certificate of Currency
- Completed Risk Assessment (template provided by the City)
- Neighbour Support Form
- Traffic Management Plan (if you have obtained this independently)
- Receipts for reimbursement, if funding is being provided

Recommended timeframe: 4 weeks before your event

Time to party!



ROAD CLOSURE NEIGHBOUR SUPPORT FORM

By signing this form, I agree to the minor road closure application of:

_____ Street/Road/Way/Avenue
 (insert street name)

Between: _____ and _____
 (insert exact location of proposed closure)

On: _____
 (insert date of proposed function)

From: _____ am/pm to: _____ am/pm
 (insert time of proposed function)

Name	Address	Signature	Consent (Yes/No)

NEIGHBOUR NOTIFICATION

If you are unable to contact the required people/persons to sign the neighbour consent form, you may wish to leave them a note in their letterbox.

_____ (insert street name)

Street party: _____ (insert event name)

Dear Neighbour,

My name is _____

From _____ (street name and number)

I am proposing to organise a street party:
_____ (insert event name)

with a road closure for: _____ (date) _____ (time)

As this event will be on public roads, we will be required to have road closures in place for the event to go ahead. In order to obtain an Order for a Road Closure Approval, I am required to provide expressions of support for the road closure from a majority of residents directly affected.

Please sign and detach the form below and drop it into my letterbox by _____ (date)

Once an Order for a Road Closure has been granted by the City of Fremantle, I will then seek approval from the WA Police. On approval, I will distribute the invitations to the party. I hope you can make it!

This will be a great opportunity to meet the neighbours and get to know each other.

_____ (organiser's name and signature)

Please fill in the below consent form and return.

I have been informed of the date and times of the _____ street party and

Support the proposed road closure

I object to the proposed road closure

Signed: _____

Name: _____

Address: _____

Date: _____

I would like to be involved in helping organise the party (designing flyers, playing music, brainstorming ideas etc.)

Phone: _____

Email: _____

INVITATION

Hello neighbour!

I would like to invite you to a street party _____
(insert event name)

This is a great opportunity to get together, meet each other, have fun and socialise.

Date: _____ Time: _____

Place: _____

We are asking each neighbour to bring:

- Your own chairs
- Your own meat or vegetarian food for the BBQ
- One dish to share
- One salad to share
- One dessert to share
- Your own drinks
- Your own plates, cups and cutlery
- A game

Please note that this is an invitation-only event and there will be a road closure in place.

The road closure will be from _____ to _____
(insert road closure time)

Between _____ and _____
(insert road closure street location)

Please avoid parking in the closed area. Sorry for any inconvenience, looking forward to seeing you there!

Please RSVP by detaching the below half of this invite and returning to _____
(event organiser name)

at _____ by _____
(event organiser address) (RSVP date)

RSVP details

Guest Name/s: _____

Guest Address: _____

Do you have any of the following that could be used?

- A BBQ
- Trestle tables
- Eski/Cooler

Do you have a special talent that you would like to share with us? _____

Do you have any activities you could organise for the event? _____

Are you able to help with some of the setup/pack down on the day? _____

