



CITY OF
MONASH

Street PARTY

Guide

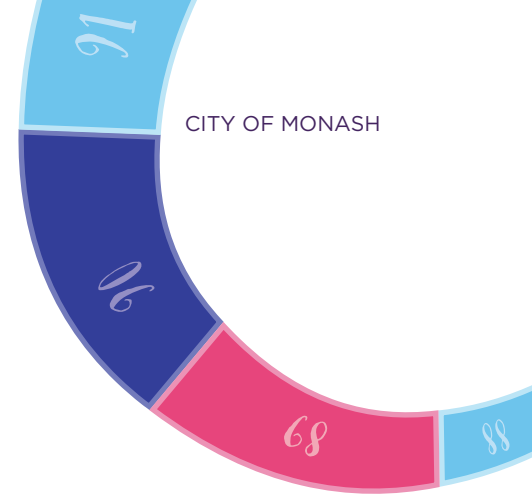
STEP-BY-STEP
GUIDE TO ORGANISING
A STREET PARTY
IN THE
CITY OF MONASH





Street Parties are a fun and popular way to bring neighbours together. This guide provides information on what is required to organise a Street Party and useful tips.

Some streets are not well suited for such events, so you could hold your gathering in your backyard, park or reserve, Council hall or communal spaces around flats or apartments. For more information on these type of events read the [Meet Your Street Guide](#).



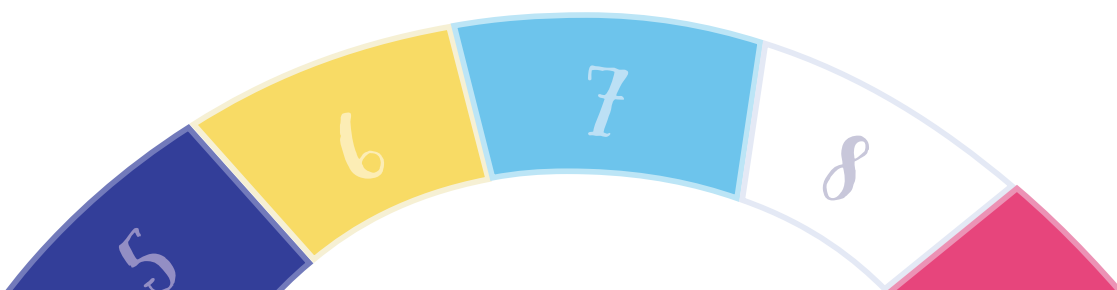
Do I need a permit to close my street?

Yes, you will need an Event Permit to close your street and have a Street Party. There is no cost for this permit, however you will need to fill out supporting documentation including an Event Plan, Risk Assessment Plan and Site Map. This process ensures that your street is suitable to be closed and that your event will be delivered safely.

How do I get started?

The first step is to submit an Expression of Interest form online to provide Council with an overview of your proposed Street Party. The Expression of Interest form should be submitted at least 12 weeks before your Street Party. Council will assess the suitability of your street for the event and then provide you with the required supporting documentation to complete.

Council's Community Event Officer can assist you through this process. You can contact Council's Community Event Officer by email on events@monash.vic.gov.au, phone 9518 3636 or visit [Planning an Event in Monash](#) to fill out the Expression of Interest form.



What supporting documentation do I need to apply for a Street Party?



EVENT PLAN

An Event Plan helps to plan your Street Party and consider event requirements such as food and drink, infrastructure, entertainment and public liability insurance.



SITE MAP

A Site Map is an aerial view of the street where your Street Party will take place. It can be a hand drawn diagram or a Google map of your street. You can then indicate the location of event elements such as tables, chairs, marquees, activities, amusements and bin placement on the map.



RISK ASSESSMENT PLAN

Events of any size or nature will have risks. A Risk Assessment Plan helps to identify and effectively manage Street Party risks and put controls in place to reduce the likelihood of risks occurring. You can download the City of Monash [Risk Assessment Guidelines](#) and [Template](#) to assist you with developing appropriate risk mitigation strategies.

Who can help me organise my Street Party?

You can contact Council's Community Event Officer by email on events@monash.vic.gov.au or phone **9518 3636**. The Community Event Officer can assist you through the application process to have a Street Party.

For more information about events in Monash visit www.monash.vic.gov.au/Planning-Event



AGREEMENT FROM NEIGHBOURS

Council requires written notification from 80% of neighbours in your street that are either adjacent to or impacted by the street closure. You can download the City of Monash [Agreement from Neighbours template](#) to help you. Once you have agreement from your neighbours, Council will develop a Traffic Management Plan for your Street Party.



ARRANGE PUBLIC LIABILITY INSURANCE

Your Street Party needs Public Liability Insurance to a minimum value of \$20 million to protect you against any personal injury or property damage claims.

Council will purchase Public Liability Insurance in the name of the Street Party Organiser, who will be responsible and liable for the policy. You can request for Council to purchase the insurance on the Event Plan.

What signage do I need to close my street?

Council's Transport Engineers will develop a Traffic Management Plan with the type and number of required signs and barricades and their placement on the street. Council will supply the signs and barricades that need to be picked up from Monash Operations Centre (390 Ferntree Gully Rd, Notting Hill) during business hours (Monday - Friday, 7.30am - 4pm). Please bring photo identification for record purposes when collecting the signs and barricades.

The Street Party Organiser will take full responsibility for the setup, maintenance and removal of the signs and barricades. The signs and barricades must remain on the street for the full duration of the Street Party. They do not act as a protective barrier or properly contain children within the closed area so we recommend Street Party activities be confined to the mid-section of the closed street for safety.

What support can Council provide?

- » Council will cover the cost of Public Liability Insurance for Street Parties within Monash.
- » Council's Community Event Officer can assist you through the application process.
- » Council's Transport Engineers will develop a Traffic Management Plan at no cost to the Street Party Organiser.
- » Council will provide street closure signs and barricades at no cost (to be picked up by the Street Party Organiser).
- » Council has a Community BBQ Trailer that can be hired for Street Parties. Visit [Planning an Event in Monash](#) for more information.
- » Council has a range of templates and resources available at [Planning an Event in Monash](#) to assist in planning and running your Street Party including an Event Toolkit, Agreement from Neighbours template and Sample Invitation.

Street Party Process

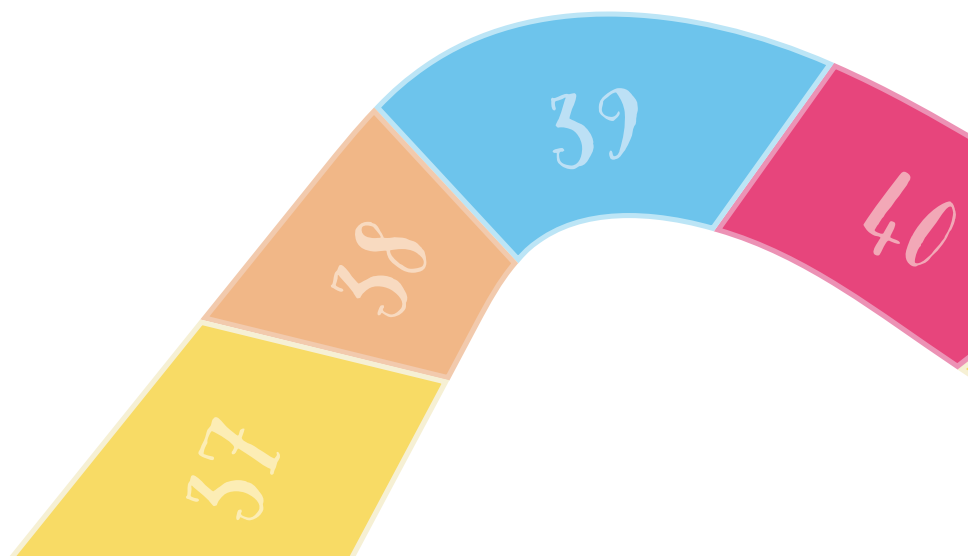


- » Complete an Expression of Interest (EOI) form online. This provides Council with an overview of your Street Party. It does not imply that the event is approved – it is a registration of interest only.
- » Council will then provide you with the required supporting documentation to complete to obtain an Event Permit.
- » Complete and submit an Event Plan, Site Map, Risk Assessment Plan and Agreement from Neighbours form to Council.
- » After the forms are approved, Council will develop a Traffic Management Plan that will include the type and number of signs and barricades and their placement on the street.
- » Council will issue an Event Permit once all the necessary documentation is complete. The permit will include a list of conditions you need to comply with in order to safely deliver your Street Party.
- » Pick up the street closure signs and barricades.
- » Host your party and have fun!
- » Tell us how it went by completing a [Post-Event Evaluation Form](#).

Tips for planning your Street Party

FOOD

- » Providing food at your Street Party is a great way to bring people together. We recommend you encourage neighbours to bring food to share or provide a BBQ for everyone. Check with your neighbours if there are any allergies or cultural requirements to consider.
- » Taking care to prepare and cook your food safely is important in preventing illness. Familiarise yourself with guidelines to safely store, handle and cook food to avoid the spread and growth of bacteria that can make you sick. Visit [Food Safety](#) from the Department of Health and Human Services for more information.



Follow these safe BBQ tips for your Street Party:

- » Check and clean all your equipment and food preparation areas before and after use.
- » Make sure there is somewhere for food handlers to wash their hands, otherwise have hand sanitisers available.
- » Never leave sausages sitting around at room temperature.
- » Do not refreeze sausages that have been thawed.
- » Always cook sausages thoroughly and throw out any sausages left over at the end of the event.
- » Never use the same plate or tongs for raw and cooked foods.



When booking a food vendor/truck, ensure you have sighted:

- » Current **Streatrader** Registration Certificate*.
- » Statement of Trade (SOT) with the correct trading address & trading date/s.
- » Public Liability Insurance - Certificate of Currency (minimum \$20 million).

**Streatrader is an online system for businesses to register and notify Council of their temporary and mobile food premises.*



ALCOHOL

- » Monash Council encourages alcohol-free Street Parties. If alcohol will be made available we recommend you ensure there are non-alcoholic drink options, have food available, provide water and that people bring their own alcohol to consume.
- » If you intend to serve but not sell alcohol, you may not require a liquor licence; however it is always best to check with the [Victorian Commission for Gambling and Liquor Regulation](#). People serving alcohol must hold a [Responsible Serving of Alcohol Certificate](#).
- » If you intend to sell and serve alcohol at your Street Party you must apply for a temporary liquor licence from the [Victorian Commission for Gambling and Liquor Regulation](#).

BBQ SAFETY

- » Safety is important when hosting a BBQ. Do the soapy water check on your BBQ before use by squirting your gas connection with soapy water to make sure there are no leaks. If no bubbles appear, it's safe to use. For more information visit [Energy Safe Victoria](#).
- » [The Metropolitan Fire Brigade](#) (MFB) can provide information in relation to fire safety matters such as BBQs and total fire ban days.

INFRASTRUCTURE

- » All infrastructures (marquees and umbrellas) should be suitably weighted for safety reasons.
- » When arranging your infrastructure ensure you obtain Public Liability Insurance - Certificate of Currency (minimum \$20 million) from the contractor.
- » Remember to include infrastructure on your Site Map.



AMUSEMENTS, RIDES AND ANIMALS

- » Street Party entertainment can include amusement rides, petting zoos, jumping castles and entertainment rides.
- » Remember to include these attractions on your Site Map.
- » When arranging your entertainment ensure you obtain the following from the contractor:
 - Manufacturing standards compliance.
 - Operating procedures and compliance.
 - Work Cover registration.
 - Public Liability Insurance – Certificate of Currency (minimum \$20 million).

WASTE MANAGEMENT

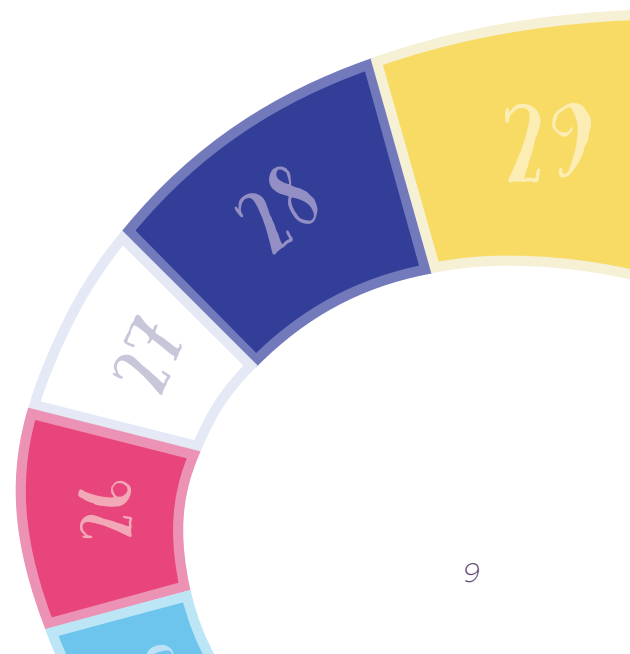
- » General waste and recycling bins must be available at your Street Party. Remember to mark the location of bins on your Site Map. If necessary, Council may be able to supply bins for your event (a fee may apply), or an external contractor can be recommended to supply bins.

REGISTER WITH PARTYSAFE

- » You must register your Street Party with Victoria Police's Partysafe Program to ensure police are aware of the event and can provide timely assistance if needed. You can register your Street Party [online](#) or at your local police station.

ACCESSIBILITY

- » Consider accessibility at your Street Party to ensure that all members of the street can attend and enjoy the activities.
- » When planning your Street Party, ensure the event layout provides ease of access and mobility and ask neighbours if there are any accessibility requirements to give you some time to make adjustments or provisions.



MONASH CIVIC CENTRE

293 Springvale Road,
Glen Waverley, 3150

8.15am to 5.15pm
Monday to Friday

OAKLEIGH SERVICE CENTRE

3 Atherton Road,
Oakleigh, 3166

8.15am to 5.15pm
Monday to Friday

Phone: **9518 3555**

Fax: **9518 3444**

National Relay Service (for people
with hearing or speech impairments)

1800 555 660

www.monash.vic.gov.au

mail@monash.vic.gov.au



Monash Language Assist

普通话	9321 5485	Mandarin
Ελληνικά	9321 5482	Greek
廣東話	9321 5481	Cantonese
සිංහල	7005 3002	Sinhalese
Italiano	9321 5483	Italian
हिंदी	7005 3000	Hindi
Việt Ngữ	9321 5487	Vietnamese
தமிழ்	7005 3003	Tamil
한국어	9321 5484	Korean
Bahasa Indonesia	7005 3001	Indonesian



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