

# Host a Neighbourhood Party



## Information package

A neighbourhood party is a **GREAT** introduction to your neighbours!

A casual opportunity to get together and hopefully find new friends, where an increased sense of belonging could improve the health and vibrancy of your neighbourhood.

It could even help with safety and crime prevention by encouraging neighbours to look out for each other and the neighbourhood in general.



# Step 1.

## Plan your event and find some support.

It is a good idea to plan the event in collaboration with other neighbours. More heads are better than one when it comes to ideas, and you also have a ready made support crew to help you pull it all together.

It helps if people understand what your intention is, but this could be as simple as wanting to provide an opportunity to introduce new neighbours to the area and their immediate neighbours.

Some other reasons could be:

- Trying to gather interest from locals to form a friends of the local parkland group,
- Maybe you would like to meet each other and swap contact numbers in case of a local emergency which could provide you some reassurance in times of need. A local phone list provides a quick reference for neighbours to get in touch with each other but this could be elaborated on to include things like, Bob at No. 67 has a mobile firefighting unit if your yard burn off gets a bit away from you or Mrs. Spire at No. 7 is frail aged and lives alone and might need someone to check on her from time to time.

Its your Neighbourhood Party and the sky's the limit on what you might like to achieve together.

So...you know WHY you want to get together, it might be worth thinking of HOW to bring your neighbours together.

*N.B. Neighbourhood parties work well as casual happenings, not as major events. Consider keeping it simple.*

### Where should we hold it?

A successful street party could be as simple as a few chairs in someone's front paddock/ front road verge, a larger street BBQ requiring a local road closure, or in the local park.

Street parties on quiet streets that don't affect the wider road network are best, but if your street is a thoroughfare don't let this deter you from trying to get your neighbours together. Chat to the team at the Shire and lets come up with some ideas together.

If your party is to be held on a road and you wish to close it for your party, you will need to provide details in your application to Council. This includes a map showing exactly where you require road closures and a traffic management plan.

If you are unable to utilise a street, have you considered an informal 'street meet' on a driveway, parking area, front garden or somewhere that does not require permission from the council as it is on private land. Just pick a spot to have a get-together.

*Unsure...just get in touch and we can talk about ways that we can make this happen..*

### Helpful hints

- **Holding it in a common or public area removes some of the concern about personal comfort issues of inviting strangers into your own personal space.**
- **Have a bad weather plan, if you intend holding your event outdoors.**

### Some Ideas that you could consider

- A street swap meet—things that could be swapped amongst neighbours. Books, tools, toys, recipe ideas, plant clippings or bartering of services such as babysitting, dog minding or gardening assistance
- A walking or exercise group
- Community Preparedness—lets find out what resources we have locally to assist each other in times of crisis like a bushfire
- New residents welcome
- Street cricket match, tug-or-war, volleyball match
- Street band—who doesn't like a bit of music and you might just have a few hidden talents living close by.
- Easter, Christmas or New Years street party.
- Celebrate diversity by asking people to share food from their cultural background.
- It wouldn't be a party without great food and drink - BYO food and drink is probably the easiest to arrange. For information about safe food preparation contact Council's Environmental Health Officer on 9576 4614.

These activities might give you some clues about where would be the best place to hold the party too.

# Step 2.

## Approvals and notifications

If your proposed venue is a public area or road you will need to register your event with the Shire of Chittering.

By registering your event we can help you organise road closures (if needed) and provide coverage under the Shire Public Liability Insurance.

### **Funding**

The Shire can provide you with some funding to help out with promotions, entertainment, decorations or maybe hire of equipment. Complete the section on the request form outlining what you may need funding assistance for and we may be able to assist you with up to \$200 towards your Neighbourhood Party!

If you are holding your neighbourhood party on private property, there is no need to seek approval from the Shire, but you may still wish to consider all of the tips and hints. However, if you are seeking Shire funding to support your ideas, you will need to complete a Shire registration form. Just tick the relevant box on the form indicating that the event will be held on private property and provide the requested details.

### **Register your street party with the WA Police**

<https://www.police.wa.gov.au/Police-Direct/Register-a-Party>.

**You can register as late as the day of the party / event; however the registration form will accept a date up to a maximum of 28 days in advance. Once you have submitted the Online form your party / event will be registered with the Western Australia Police Force.**

### **Neighbourhood Party Registration**

Your Neighbourhood Party Registration Form needs to be lodged with the Shire at least 28 days prior to the event. This will enable plenty of time for approvals and for you to promote the event. Giving your neighbours adequate notice to book this in their calendars.

The registration form is attached to this package. You will be required to submit some supporting documents when you lodge this form. Supporting documents include, a site map (this can be a google view image of the area that you are proposing to use or a simple hand drawn site plan), evidence of resident support and a road closure request (only if you are proposing to close a road). Templates are also included as part of this package to assist you with these.

It is important to remember that as the event organiser, you have a duty-of-care for the safety and wellbeing of your guests and you need to ensure the event complies with relevant laws and procedures. This includes current COVID-19 social distancing requirements of the State Government.

Once your event is approved, the Shire can provide you with a simple traffic control diagram (if you are applying to close a local road), and may also be able to provide road signs and cones that can be used for the duration of your event.

To apply for a street party road closure, you will need to provide evidence as part of your application to the Shire, that residents affected by a road closure have no objections.

If you are closing a road, as the neighbourhood party organiser, you are responsible for:

- informing the local police;
- dismantling road closure equipment, and organizing for any hired equipment to be returned
- leaving the road in a clean and tidy condition after the event.

# Step 3.

## Send out invitations and have some fun!

Speak to some of your neighbours about your event idea and get them on board to help you get things started. Having a few volunteers to help you out will make the job so much easier and who better to spread the word than those who are already invested in the idea.

*N.B. These should not be public events, so do not advertise on an open Facebook page or on local noticeboards.*

### Invitations

Think about giving your neighbours plenty of notice, We would suggest at least 2 weeks but, if you want as many people as possible in your neighbourhood/street to have the opportunity to come along, perhaps a few more weeks notice would be better.

Inviting everyone on your street (or in the section of neighbourhood that you are targeting) would be diplomatic and might give you the chance to meet those neighbours who you have not met or who you do not speak to regularly.

It is more likely that people will come along to your event if you have invited them personally. Handing out the invitations personally can break the ice and start the community connection process.

We would recommend that you include the following in your invitation:

- Introduce yourself
- Date and venue of the event
- Start and finish time
- Your contact details (phone and email)
- What you will provide
- What you would like them to bring.



### Some suggestions to get the party started

- \* Name tags and maybe some games or activities to get to know each other.
- \* *N.B. Activities can help to get the party started and break the ice.*
- \* Consider the diversity of people attending and the things that they might like enjoy doing BUT respect that some people may not wish to participate in these. They may like to sit back and observe and grow confidence and relationships before getting involved.
- \* Decorations—these help to produce a party feel.
- \* Ask everyone to bring a dish for their family plus a little extra to share.

### Cleaning up

All rubbish should be quickly and safely collected, and disposed of appropriately to leave the area clean after the party. If your neighbour party is being held in a park or at a public venue please do not leave rubbish spilling out or next to bins ... take your rubbish home with you.

If the supplied public bins are full at the completion of your event, a courtesy call to the Shire Technical Services Department 9576 4609 can ensure that these are emptied in readiness for the next facility user.

*N.B. If you are holding the event on Shire land or a public reserve, you can submit a works request to the Shire as part of your event application, asking that the public space you are using is mowed and bins emptied in preparation for your neighbourhood party.*

*N.N.B f you hire Shire event bins for an event on a private property or road you will need to liaise with the local rubbish contractor to have the rubbish bin /s emptied as part of your normal road side rubbish collection.*

# Step 4.

## Consider – How did it go!

You have now held your Neighbourhood/Street Party.

We hope that you had a great turn out and your original intention helped to foster improved community connections within your area.

Perhaps you have established a small group of enthusiastic neighbours who are keen to see more activities happen in your neighbourhood throughout the year. Embrace this enthusiasm and start planning. Remember, that keeping it simple is the key to prevent people feeling like they are taking on too much.

Don't be despondent if your idea was not taken up with gusto!

Building relationships can be tricky and may take some gentle encouragement and time.

An organised Neighbourhood Party may be too much too soon, but just by giving it a go you may have sparked some curiosity and energy amongst others to try something new.

In the meantime you can still embrace the philosophy that every day is neighbour day. Neighbourly actions can be undertaken every day of the year, where through our actions we can all look out for each other and show a little kindness.

**Checkout some great online resources for ideas and inspiration to keep your ideas alive:**

<https://neighbourday.org/>





# Neighbour Party Registration Form

**Please complete the following form if you are proposing to hold a Neighbourhood Street Party at a public venue or road.  
If you are holding your street party on private property, there is no need to seek approval from the Shire.  
BUT, if you are seeking Shire funding to support your ideas, you will need to complete this form.**

Please refer to the *Host a Neighbour Party - Shire of Chittering Information package* available for download here: <https://www.chittering.wa.gov.au/community/community.aspx>

If you would like some assistance completing this form, please contact the [Shire](#) Community Development Team on 9576 4645 or email: [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au).

## SECTION 1: EVENT APPLICATION

### ORGANISER DETAILS:

Organiser Name:			
Organiser Contact Phone:		Email:	
Organiser home address:			

### STREET PARTY VENUE:

Proposed Venue Address:			
Proposed event date	/ /	Time of event	from: to:

### ROAD CLOSURE REQUEST:

Are you seeking a full or partial closure of a local road for the event:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please list the road/s you are seeking to close.  If it is a partial road closure, please identify from what street addresses you propose closing the road.		
Time of proposed street closure	From:	to:
Have you gained approval from affected residents	Yes <input type="checkbox"/> (please attach evidence) No <input type="checkbox"/>	
Supporting document checklist	<input type="checkbox"/> Site plan <input type="checkbox"/> Evidence of resident support	
<b>N.B. please include in your site plan an indication of where you are proposing to close roads, proposed traffic flow options around the road closure, access and egress points for pedestrians, rubbish collection points etc.</b>		

# PROPOSED STREET PARTY



DEAR RESIDENT

## NEIGHBOURHOOD STREET PARTY ROAD CLOSURES

DATE

(Name of resident/s) would like to inform you that we are planning to hold a neighbourhood street party on (date & time) for the residents on (Name of Street). To assist with traffic management for this neighbourhood party and to ensure the safety of local residents we are also proposing temporary street closures between (Time-Time). Details of the proposed street closure are outlined below.

### PROPOSED ROAD CLOSURES:

DATE: (insert) TIMES: (insert)

From (insert time e.g. 10am to 1pm).

(Insert Street details EG: Santa Gertrudis Drive between both entrances to Maine – Anjou Drive. To be closed with detour signs onto Maine-Anjou. No traffic will be able to enter this road closure during this period.)

Street Party approvals, where there is a proposed street closure, require permission from the Shire of Chittering. These approvals are contingent on evidence showing that all residents affected by the proposed street closure approve of the street closure.

It would be greatly appreciated if you could sign the approval form at the bottom of this letter and return this to my letter box at (insert your street address here) by (date).

If you require any further information about the proposed street closure/s or if you have any objections to this proposal please contact me on (Organising person's name and telephone number).

Once approvals are provided we will be sending out invitations, so please keep an eye out in your mail boxes. We look forward to seeing you at our Street Party!

Kind Regards

(Organising Person's Name)

I, \_\_\_\_\_ (name of resident) of \_\_\_\_\_ (No and Street name)

Do not Object

Object

To the proposed street closure on \_\_\_\_\_ (date & Time)

Reason: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## References:

<https://www.streetparty.org.uk/guide/residents-guide/>

<https://www.amrshire.wa.gov.au/library/file/2Services/05%20Community%20safety/AMR%20Shire%20Street%20Party%20Complete%20Package.pdf>

[file:///C:/Users/cdo/Downloads/Policy\\_2.2.7\\_-\\_Street\\_Parties.pdf](file:///C:/Users/cdo/Downloads/Policy_2.2.7_-_Street_Parties.pdf)

<https://www.gov.uk/organise-street-party>

<https://www.wyreforestdc.gov.uk/streets-and-parking/organising-a-street-party.aspx>

<https://wollongong.nsw.gov.au/your-council/committees-and-groups/traffic-committee/standard-conditions-for-street-parties>

<https://www.molevalley.gov.uk/home/community/planning-event/planning-street-party>

[https://www.bayside.vic.gov.au/sites/default/files/street\\_party\\_information\\_kit.pdf](https://www.bayside.vic.gov.au/sites/default/files/street_party_information_kit.pdf)

<https://www.streetparty.org.uk/insurance-for-street-parties/>

<https://www.banyule.vic.gov.au/Events-activities/Planning-an-event-in-Banyule/Hosting-a-neighbourhood-street-party>

<https://www.plano.gov/DocumentCenter/View/13534/How-to-Organize-a-Block-Party?bidId=>

[https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Documents/Community/StreetParty/0086\\_-\\_Vincent\\_Play\\_Street\\_-\\_A4\\_Guide\\_-\\_v9.pdf](https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Documents/Community/StreetParty/0086_-_Vincent_Play_Street_-_A4_Guide_-_v9.pdf)

<https://www.bayswater.wa.gov.au/arts-and-leisure/events/open-street-events>

<https://www.bayswater.wa.gov.au/CityOfBayswater/media/Documents/Community/Open-Street-Events-Kit-FINAL.pdf>

<file:///C:/Users/cdo2/Downloads/Street-Party-Guidelines.pdf>

<https://www.banyule.vic.gov.au/About-us/Grants-programs/Neighbourhood-Street-Party-grants>

<https://ablis.business.gov.au/service/wa/order-for-road-closure-for-events/17685>

<file:///C:/Users/cdo2/Downloads/Street%20party%20guidelines.pdf>

<https://www.monash.vic.gov.au/files/assets/public/leisure/planning-event/meet-your-stst-parties/street-party-guide-web.pdf>

<https://neighbourday.org/>