



# Neighbourhood Party Registration Form

Please complete the following form if you are proposing to hold a Neighbourhood Party at a public venue or road.

If you are holding a 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 Neighbourhood 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: [funding@chittering.wa.gov.au](mailto:funding@chittering.wa.gov.au).

## SECTION 1: EVENT APPLICATION

### ORGANISER DETAILS:

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

### NEIGHBOURHOOD 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	

**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.**

**FUNDING REQUEST:**

The Shire is offering up to \$200 towards the cost of promotions (i.e. printing of invitations), entertainment, decorations or hire of equipment.

I Funding **MAY NOT** be used for any of the following:

- a. Administrative Costs, including wages or salaries.
- b. Vehicle Expenses
- c. Alcohol
- d. Any purpose deemed by the Shire of Chittering to be outside of the "intended" use.

If you wish to apply for this funding please complete the following section:

Requested funding amount: \$	
Please describe the items that the funding will be used for:	

**OTHER CONDITIONS**

- 1. Council reserves the right to consider and allocate funds without the right of appeal.
- 2. Council reserves the right to request further information.
- 3. Event notification forms will need to be completed for any public event.

**SHIRE WORKS ASSISTANCE**

If you require assistance from the Shire to prepare a local reserve or public space a works request will need to be raised.

Location of request	
Description of what you need done (i.e. rubbish removal from full facility bins, lawn mowing, additional rubbish event bins ETC.	

**SECTION 2. EVENT AQUITTAL**

*AT THE COMPLETION OF YOUR EVENT PLEASE RETURN YOUR COMPETED COPY OF THE ABOVE WITH THE BELOW SECTION COMPLETED.*

**AQUITTAL**

Funded amount: \$		Funds Spent	\$
Please tell us some of the outcomes of your event.			
Do you have any suggestions for other Neighbourhood Party hosts considering holding an event?			

I, \_\_\_\_\_ certify that the amount of \$ \_\_\_\_\_ received for the purpose of a Neighbourhood Party, has been expended in accordance with the conditions outlined in the Shire of Chittering Neighbourhood Party guidelines.

Signature		Date	/	/
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