

Neighbourhood Street Party Application Form 2025/26



Before submitting your application, please ensure the following:

1. You have read the **Neighbourhood Street Party Information Kit**.
2. You meet the **Eligibility Criteria** for the application.
3. You include the **Resident Signature Register** with your application, containing:
 - Signatures from **100% of your 'directly affected' neighbours**
 - Signatures from **75% of your 'indirectly affected' neighbours**
4. You include a **simple sketch** showing the section of the street that will be temporarily closed.

[*Refer to Neighbourhood Street Party website to download relevant documentation*](#)

1. Applicant Information

First name Required

Last Name Required

Pronouns

E.g. She/her, He/him, They/them

Street Address Required

Suburb Required

Postcode Required

Contact number Required

Email Required

2. Street Party Details

Date of Street Party Required

D	D	M	M	Y	Y	Y	Y
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Start Time Required

End Time Required

Estimated number of participants/residents Required

Brief overview of proposed street party Required

3. Road Closure

Draw and upload a simple sketch with your application showing the section of the street that will be temporarily closed for your street party, along with clearly marked properties that are directly impacted and those that are indirectly impacted by the closure. Required

Check the *Street Party Information Kit* with examples of road closure scenarios. [Need help locating your property? Get a location map here](#)



Please attach all files to the end of this form before submitting it.

Complete and upload the Resident Signature Register containing signatures from 100% of your 'directly affected' neighbours and signatures from 75% of your 'indirectly affected' neighbours. Required

[Download the Resident Signature Register from the Neighbourhood Street Party Website](#)



Please attach all files to the end of this form before submitting it.

4. Insurance and safety at your street party

Council offers **FREE Public Liability Insurance** for street parties if you don't already have coverage. To understand the details of this policy, please read the *Street Party Information Kit*

Do you require Council to provide Public Liability Insurance for your street party? (Select 1 option) Required

☐

Yes

☐

No

Answer this question if you selected 'No' in 4. *Insurance and safety at your street party* > *Do you require Council to provide Public Liability Insurance for your street party?*

If you have your own insurance for this event please upload your own statement of insurance. Required



Please attach all files to the end of this form before submitting it.

This information applies if you selected 'Yes' in 4. *Insurance and safety at your street party* > *Do you require Council to provide Public Liability Insurance for your street party?*

To ensure the safety of everyone attending your street party and to qualify for Public Liability Insurance provided by Darebin City Council you must:

- Identify any potential risks to public safety associated with your event
- Outline the steps you'll take to reduce or prevent those risks

Answer this question if you selected 'Yes' in 4. *Insurance and safety at your street party* > *Do you require Council to provide Public Liability Insurance for your street party?*

What are the risks? What will you do to minimise or avoid these risks? Required

Please consider:

- Trips or falls over equipment
- Sun exposure on hot days
- Burns from a BBQ
- Alcohol consumption
- Injury from games and recreation equipment, etc.
- Hygiene and food handling.

5. Terms & Conditions to host a street party

To host a street party in Darebin, you must agree to the following conditions:

1. Permit is only valid for the date and time mentioned on the permit and for the nominated location included in the permit.
2. All residents affected by the street closure must be informed of the proposed street closures at least 72 hours before the event.
3. The Street Party must not contain sports, games or activities that may be considered high risk by Council Authorised Officer. These activities may include (but are not limited to):
 - a. Use of fireworks or pyrotechnics
 - b. Jumping castles, inflatable play equipment of other inflatable entertainment/amusement devices
 - c. Children/amusement rides and devices or
 - d. Animal rides or experiences.
4. The following activities are not permitted at street parties:
 - a. Rock/pop concerts
 - b. Any advertisements that invite non-residents of the street to attend the street party
5. Food or alcohol cannot be sold at a street party.
6. Responsible consumption of alcohol is required for the event.
7. Council assumes no responsibility for residents who do not cover their event or apply for Council's public liability insurance, in the event of an accident, damage or any other issue occurring during the hosting of a street party.
8. Residents undertake the responsibility for ensuring that the street/s and surrounds are left in a clean and safe.
9. Noise, including amplified noise, must be kept at a reasonable level so as not to cause annoyance.
10. The Applicant is required to inform emergency services of the road closure including the Victoria Police, Ambulance Victoria and Fire Rescue Victoria.
11. The Applicant agrees to indemnify and keep indemnified and to Hold Harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or anyway related to the closure of a street for holding a public function at the location described herein.
12. The street party must be a single-day event.
13. Pedestrians must be able to use the street as usual while the street party is happening.
14. The street party organiser must make sure the street party complies with all Local Laws and necessary permits.
15. Council reserves the right to take away the street party permit at any time.
16. Victoria Police or other emergency services may suspend the event at any time.
17. The applicant agrees for their contact details to be shared with the Traffic Management Contractor.
18. The Applicant agrees to be contacted and invited to provide feedback for evaluation of the Neighbourhood Street Party Program.

Please tick: (Select 1 or more options)

Required

☐

I agree to the street party terms and conditions

Required

Signature

Required

Date

Required

D	D	M	M	Y	Y	Y	Y
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Disclaimer

The collection and handling of personal information is in accordance with Darebin Council's Privacy Policy. You can also collect the policy in person from Council's Customer Service Centres.

Darebin City Council ("Council") collects, holds and manages personal information under the *Privacy and Data Protection Act 2014*(Vic) ("PDP Act"). The personal information you provide on this application is being collected by the City Futures Department for the purpose of assessing your eligibility to issue a permit for a street party. We may also need to contact you from time to time for directly related purposes. **If your application is approved, we will share your contact details with the Traffic Management Contractor (contractor) who will assist with road closure on the day of the event.**

The Council may provide personal information to its agents, such as its accountants or lawyers. At times, the Council may be legally required to disclose personal information, for instance to the police, courts or other authorised organisations. The Council enters personal details into Councils' Business Systems such as the Customer Request Management System, Records Management System or internal communicative applications when processing the forms.

You are required to provide this information to apply for a permit. If you choose not to complete the form in full, Council will be unable to process your application.

You can access the Council's privacy policy by emailing privacy.officer@darebin.vic.gov.au or from our customer centre. For further information on privacy matters please call Council's Privacy Officer on 8470 8888 or email to privacy.officer@darebin.vic.gov.au.

If you would like to gain access to your personal information, you can contact Council's Freedom of Information officer on 8470 8888 or email to foi@darebin.vic.gov.au.

End of form

Don't forget to attach all files before submitting this form