



City of
Bayswater

NEIGHBOURHOOD OPEN STREET EVENTS KIT



INTRODUCTION

The City of Bayswater is trialling this user-friendly kit to assist residents to plan and deliver safe open street events within approved spaces, such as front house verges. The trial of this kit will run until 30 June 2020, at which time it will be revised.

In simple terms, a Neighbourhood Open Street Event is a gathering of neighbours on street verges. These are considered to be small scale events of no more than 50 people. Neighbourhood events that exceed this number should be held in more suitable locations, such as one of the many City of Bayswater parks, reserves or halls.

To find out more about planning a larger scale event, visit the City's website on www.bayswater.wa.gov.au



EXPECTED BENEFITS OF HAVING A NEIGHBOURHOOD OPEN STREET EVENT

Small neighbourhood events are a great way to:

- Have fun with people who live nearby
- Make new friends
- Increase your sense of belonging to a community
- Introduce new neighbours to the community
- Learn about your neighbours and what interests they have
- Help with safety and crime prevention by getting to know your neighbours better
- Encourage neighbours to look out for each other and the neighbourhood in general.

WHAT INFORMATION IS IN THIS KIT?

In this kit, you will find information on:

- Neighbourhood open street events criteria
- Planning your neighbourhood event in three easy steps
- Public Liability Insurance cover
- Road closures
- Community funding and support
- Forms.



WHAT IS A NEIGHBOURHOOD OPEN STREET EVENT?

Neighbourhood open street events are small scale events that meet the following criteria:

- Free neighbourhood event held on a verge
- Event is held anytime from 8am - 9pm
- Event has less than 50 people in attendance
- The attendance list is kept to nearby neighbours and not publicised widely
- Event does not require road closures, traffic management or permits
- Organiser of the event must hold public liability insurance (which the City can assist with)
- Organiser provides adequate rubbish bins for the duration of the event
- There are toilets accessible in close proximity for attendees
- People bring their own food and drinks or have a barbeque (food and drink is not to be sold)
- If the event is being professionally catered for, the caterers must first contact the City
- Sight for vehicles will not be blocked and no electrical installations are planned (i.e. no inflatables, amusement rides or structures larger than 3m x 3m)
- Noise levels will not be significantly audible beyond the event boundary
- Organiser has received approval from the City of Bayswater to proceed with the event and been provided with a simple traffic control diagram.

Please note that any event that does not meet the above guidelines can still go ahead, however, additional approvals may be required by the City.

Although neighbourhood open street events are considered small scale events, we recommend you start planning your event two months in advance to ensure everything runs smoothly. It is also a good idea to plan the event in collaboration with other neighbours to provide you with support to bring it all together.

PLAN YOUR NEIGHBOURHOOD OPEN STREET EVENT IN THREE EASY STEPS



These steps are further explained below.

STEP 1

Plan your event and get support from your neighbours

- Speak to some of your neighbours to share your event idea and get them on board to help you get things started
- Decide on the most suitable place to hold your neighbourhood open street event. This kit supports events being held on front verges, but you may decide a nearby park is the best place for the event. The City can also help you make that happen.



STEP 2

Submit an application form to the City of Bayswater for approval

- Residents should contact us two months prior to the proposed event
- Complete the City of Bayswater Neighbourhood Open Street Event Application form - which can be found at the back of this kit and on the City's website
- The City will contact you regarding the outcome of your application within 10 working days
- If the proposed event meets the criteria of a small scale neighbourhood open street event, the City may also be able to assist in the following ways:

Public Liability Insurance

Public liability insurance is a requirement for delivering neighbourhood open street events. Public liability insurance protects the event organiser against claims for personal injury or property damage by members of the public who attend your event. To make it easier for the community, the City of Bayswater can assist with the provision of public liability insurance covers at no cost to the event organiser. During the trial period of this kit, there are only a limited number of free insurance covers available; depending on popularity, this number will be revised after 30 June 2020. Speak to the City's Events team for more details.

Simple Traffic Control Diagram and Signage

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 ensuring the event complies with relevant traffic laws and procedures.

Once your event is approved, the City can provide you with a simple traffic control diagram and may also be able to provide two signs and cones that can be used for the duration of your event.

This may vary dependent on various event locations, in which case the City may request alternative arrangements.

Community Funding and support

Your neighbourhood open street event may be eligible for financial assistance under the City's Community Grants Program. Information can be found on the City's website www.bayswater.wa.gov.au

Other Support

The City may be able to provide other event support and advice. Contact the City's Events Team to discuss further on 9272 0622 or mail@bayswater.wa.gov.au

STEP 3

Send out invitations and enjoy your event

- Invite your neighbours to the event, but remember to share the load with others to ensure a collaborative approach
- Face to face interaction - such as door knocking and hand delivering - gets the best buy-in from neighbours as it starts the community connection process
- Enjoy your event!

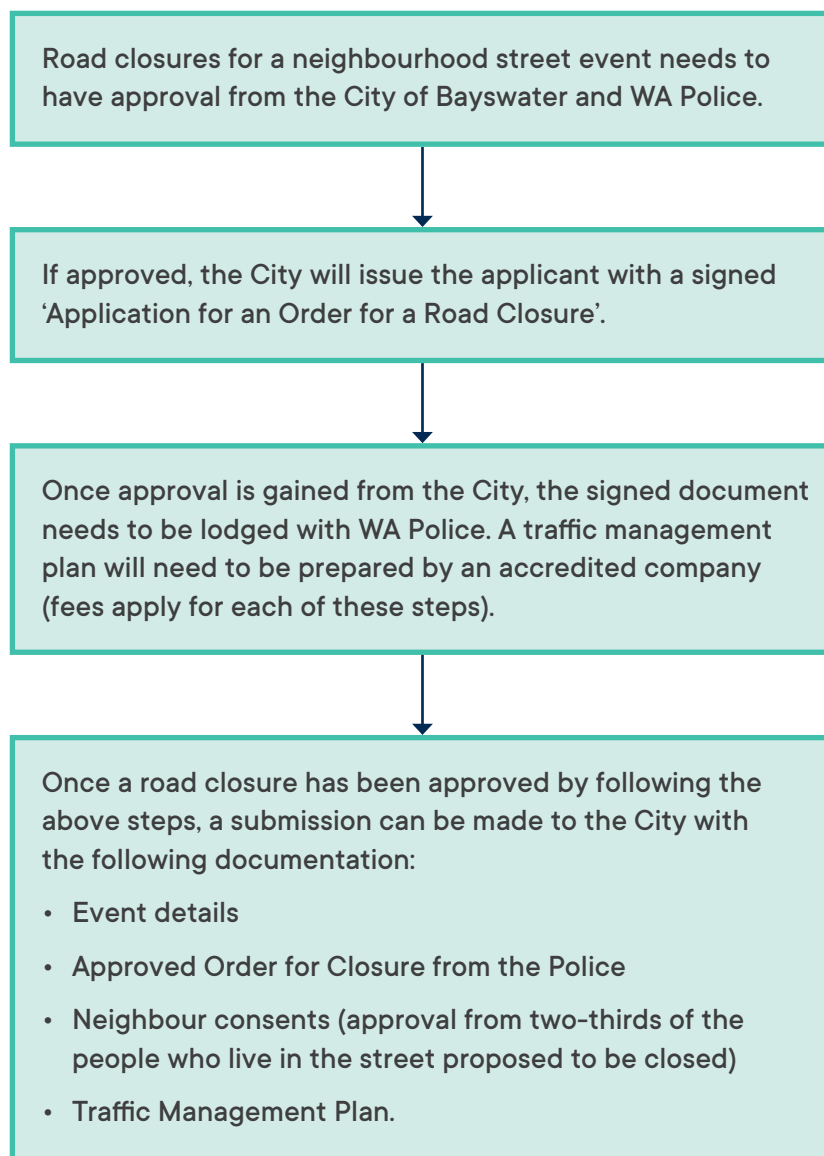


NEIGHBOURHOOD OPEN STREET EVENTS THAT REQUIRE ROAD CLOSURES

There are several steps that need to be taken if your event will require a part or full road closure and traffic management.

While road closures are out of scope for this kit, the City can assist and guide you through the necessary steps to get your event off the ground.

The City can guide you through the following process:



For more information or to discuss your proposed street event, call the City's events team on **9272 0622** or email **mail@bayswater.wa.gov.au**

FORMS

Neighbourhood Open Street Event

Application Form

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au

Contact Details

Name of Event Organiser: (must be over 18 years):			
Telephone:		Mobile:	
Email:			

Event details

Brief Event Description/ Purpose:	
Location of Event:	
Event Date:	
Event Start and Finish Times:	

Event Criteria Checklist

- ☐ Free neighbourhood event held on verge(s) held anytime between 8am - 9pm
- ☐ Event will have less than 50 people in attendance
- ☐ The attendance will be kept to nearby neighbours and not publicised widely
- ☐ Event will not require a road closure, traffic management or permits
- ☐ Organiser will provide adequate rubbish bins for the duration of the event
- ☐ There will be adequate access to toilets for attendees
- ☐ People will bring their own food and drinks, picnic or have a barbeque (food/drink will not be sold)
- ☐ If the event is being professionally catered, the caterers must first contact the City for health approval
- ☐ Sight for vehicles will not be blocked (i.e. no inflatables, amusement rides or structures larger than 3m x 3m).
- ☐ Noise levels will not be significantly audible beyond the event boundary

If you do not currently hold **public liability insurance** do you wish to seek assistance from the City: _____

Declaration

I certify that the information provided in this application is true and correct to the best of my knowledge.
I agree to notify the City of Bayswater of any changes to the information provided in this application.

Name: _____ Signature: _____ Date: _____

Submission of Your Application

- By emailing mail@bayswater.wa.gov.au;
- Hand delivering it to any of the City's customer service centres such as the Civic Centre, Libraries and Recreational facilities.

The City will respond to your completed application within 10 working days.

Neighbourhood Open Street Event Invitation

Dear Neighbour

Come and join friends and neighbours for some fun and food at our Neighbourhood Open Street Event being hosted at (Address) _____

This will be an informal, casual event to relax and mingle with friends and neighbours. We are asking each neighbour to bring:

	Your own chairs
	Your own meat, vegetarian or vegan option for a BBQ
	One dish to share
	One salad to share
	One desert to share
	Your own drinks
	Your own plates, cups and cutlery

RSVP

Please return the bottom half of this invitation to RSVP to Name _____

Email _____ Mobile _____

Address _____

Name _____ Street number _____ Mobile _____

Email _____

Yes	No	
		I will be attending our street event

In addition, do you have any of the following that can be used? (please tick if yes)

	A BBQ
	Trestle Tables

Yes	No	
		Are you able to help with the set up / set down on the day?
		Do you have any activities you could organize for the event?
		Do you have a special talent you would like to share with your street community?

We look forward to seeing you there!

City of
Bayswater

61 Broun Avenue, Morley WA 6062 | PO Box 467, Morley WA 6943

P: 9272 0622 | F: 9272 0665 | TTY: 9371 8493

mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au

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This document is available in alternative formats upon request.

