



CITY OF VINCENT

OPEN STREETS

# EVENTS KIT



AN EASY GUIDE TO PLANNING AN  
OPEN STREETS EVENT



CITY OF VINCENT

VINCENT.WA.GOV.AU

## PLANNING A STREET EVENT IN FOUR STEPS:

1

PLAN YOUR EVENT AND GET SUPPORT FROM YOUR NEIGHBOURS

2

CONTACT THE CITY FOR INITIAL APPROVAL

3

SUBMIT AN APPLICATION FOR ORDER FOR ROAD CLOSURE TO THE POLICE

4

UPLOAD THE APPROVED ROAD CLOSURE, RECEIPT AND REQUEST FOR FUNDING AT [VINCENT.WA.GOV.AU](http://VINCENT.WA.GOV.AU)

In this kit, we have tools, templates and examples that can help you including:

- Street event checklist
- Occupier (neighbour) consent form
- Letterbox notification
- Traffic Management Plans
- Invitation

## PLANNING A STREET EVENT

Holding a street party is a great way for you to get to know your neighbours in a fun and casual environment.

Here are some reasons why you should hold a street party

- To have fun!
- To make new friends
- To increase your sense of belonging to a community
- To introduce new neighbours to the community
- To learn about your neighbours and what interests they have
- To help with safety and crime prevention by knowing who lives where
- To encourage neighbours to look after each other and the neighbourhood

## TYPES OF EVENTS

The type of events covered under this kit are known as Open Streets Events and involve:

- closing a road
- attracting less than 1,500 people
- mainly local, neighbourhood events

Examples include:



- Christmas parties



- Halloween trick or treating

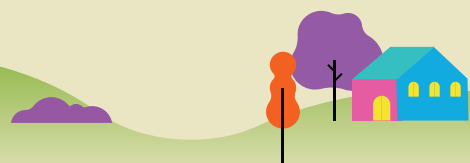


- Neighbourhood street party



- Play streets events

If you want to plan a bigger event or one in another location, talk to us to find out how we can help.



## GETTING STARTED

Street events bring neighbours together and help you get to know others who live nearby. It is a good idea for you to find one or two neighbours who can help you with organising the event and provide you with support to bring it all together on the day.

We recommend that you start planning your street event and road closure at least 2-3 months in advance. This will give you ample time to discuss and organise the event and get all the necessary approvals.

## ASK YOUR NEIGHBOURS FOR PERMISSON

In order to close a street for a street event, you will need approval from 2/3 majority of the people on the street.

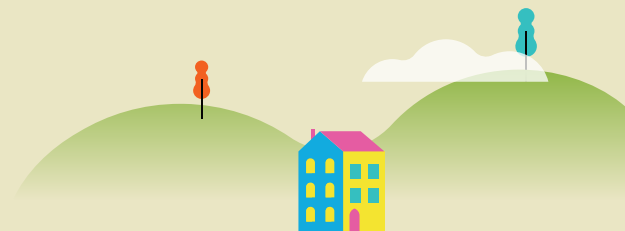
You can use the occupier (neighbour) consent form and notification form at the back of this kit to help you.

The image shows two overlapping forms titled "ROAD CLOSURE OCCUPIER (NEIGHBOUR) CONSENT FORM". Each form has a header with the title and a sub-header: "By signing this form, I agree to the minor road closure application of:". Below this, there are fields for "Between:" (with a small "Street name" label), "On:" (with a small "Street name" label), and "From:" (with a small "Street name" label). The "From:" field includes a time slot: "am / pm, for: (Street name) (Street name)". The second form also includes a "Street/Road/Way/Avenue" label. Below these fields is a table with columns for "Name" and "Address". The second form has an additional column for "Signature" and a final column for "I give my consent Yes/No".

## CONTACT THE CITY FOR INITIAL APPROVAL TO CLOSE THE ROAD

Chat to us about your event and we can let you know what funding and support is available to you. You can also visit [vincent.wa.gov.au/openstreets](http://vincent.wa.gov.au/openstreets) for more information.

Tell us about your plans and we can sign an Application for Order for Road Closure as a first step to closing the street.



# CLOSING THE ROAD

Does the road closure involve any sections that include an intersection, traffic control signal or bus route?

YES

NO

YES

- You can use one of our traffic management diagrams for the Road Closure.
- Obtain consent from 2/3 of the people on your street
- Submit an Application for Order for Road Closure to the WA police for approval
- Upload approved forms to [vincent.wa.gov.au/openstreets](http://vincent.wa.gov.au/openstreets)

Does your street look like any of the roads in the traffic control diagrams in this kit

NO

The City may be able to provide funding for the Order for a Road Closure and public liability insurance for this event. Rangers will assist you with setting up the required barriers and bollards to close the road off.

Speak with a Community Partner to find out how the City can help!

- A Traffic Management Plan must be prepared by an accredited company.
- Obtain consent from 2/3 of the people on your street
- Submit an Application for Order for Road Closure to the WA police for approval
- Upload approved forms to [vincent.wa.gov.au/openstreets](http://vincent.wa.gov.au/openstreets)

The City may be able to provide funding for the Order for a Road Closure, Traffic Management Plan and public liability insurance for this event. Speak with a Community Partner to find out how the City can help!

If your event attracts over 1,500 people it falls under a major street activation, rather than a street event. Talk to one of our Community Partners to find out your options.

## SUBMIT THE APPLICATION FOR ORDER FOR ROAD CLOSURE TO THE WA POLICE

To review your application the WA Police will need:

- Application for Order for Road Closure signed by the City
- Proof of occupier (neighbour) consents
- Payment of the applicable fee (keep the receipt because we can refund this)

## TRAFFIC MANAGEMENT PLAN

If the road closure is a simple one, you may be able to use one of the Traffic Management Plans in this kit. If it is complex, you will need to get a Traffic Management Plan prepared by an accredited company.

## SUBMIT YOUR FINAL PLANS TO THE CITY ONLINE

Once you have the road closure approved, you can upload the necessary documentation to the City online at [vincent.wa.gov.au/openstreets](https://vincent.wa.gov.au/openstreets)

Make sure you include:

- Event details
- Approved Order for Road Closure from the Police
- Occupier (neighbour) consents (for our records)
- Quote for Traffic Management Plan (if you aren't using one of ours)
- Receipt from WA Police for reimbursement

You can also apply online via this form for community funding for your event.

## CITY OF VINCENT COMMUNITY FUNDING AND SUPPORT

Your event may be eligible for community funding. Funding covers a variety of costs such as public liability, catering, security, entertainment, equipment, road closure, traffic management, and sundries.

Remember to keep all your receipts so we can reimburse you.

In addition to the above, the City may be able to assist with the following:

- Promotion via our social media
- Fee waivers
- Rangers 'Eyes on the Street' support and parking control in the area
- Road closure equipment and set up
- Invitation templates
- Games and activities
- Notifying emergency services

The City may be able to assist in other ways not included above, specific to your event. Contact the Community Partnerships team to find out how we can help.

## PUBLIC LIABILITY INSURANCE

The City of Vincent can provide unincorporated organisers with liability protection through public liability insurance of up to \$20 million for approved Open Streets events.

## ANY QUESTIONS

For more information or to discuss your proposed street event and available community funding, call the City of Vincent on **9273 6000**, email **community.partnerships@vincent.wa.gov.au** or visit **vincent.wa.gov.au/openstreets**







CITY OF VINCENT

*OPEN STREETS*

# TOOLS, TEMPLATES AND EXAMPLES





# CHECKLIST

## PLAN YOUR EVENT

- Read this Events kit
- Discuss your ideas with your neighbours and enlist their support
- Contact the City for road closure approval and to find out more

### Recommended Timeframe

2-3 months before

## GET APPROVAL FROM WA POLICE INCLUDING:

- Order for Road Closure (signed by the City)
- Occupier (neighbour) consents
- Pay fee and keep the receipt for reimbursement

### Recommended Timeframe

Allow 1-2 weeks

## UPLOAD INFORMATION TO VINCENT.WA.GOV.AU/OPENSTREETS INCLUDING:

- Order for Road Closure (signed by the City and Police)
- Occupier (neighbour) consents
- Quote for Traffic Management Plan (if it isn't one of ours)
- Receipts for reimbursement
- Apply for additional community funding

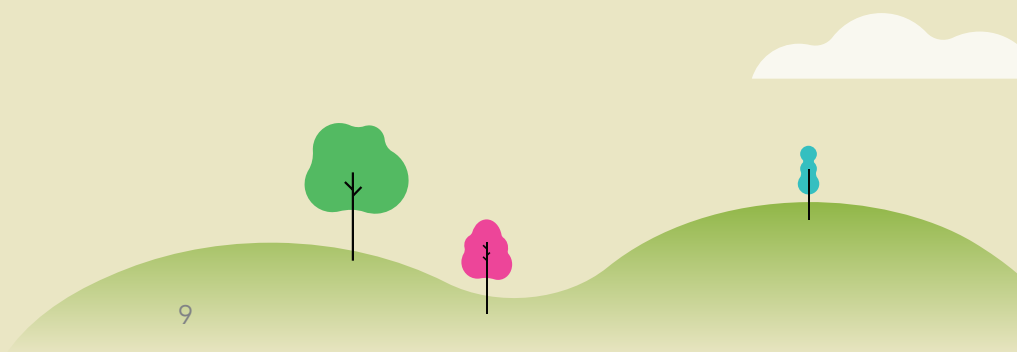
### Recommended Timeframe

4-6 weeks before your event

## ENJOY YOUR EVENT!

### After the event

- If using our road closure equipment, pack it down and put it in a safe place to be collected the next day.



# ROAD CLOSURE OCCUPIER (NEIGHBOUR) CONSENT FORM

By signing this form, I agree to the minor road closure application of:

\_\_\_\_\_ Street/Road/Way/Avenue  
(insert street name)

Between: \_\_\_\_\_ and \_\_\_\_\_  
(insert exact location of proposed closure)

On: \_\_\_\_\_  
(insert date or proposed function)

From: \_\_\_\_\_ am / pm, to: \_\_\_\_\_ am / pm  
(insert time or proposed function)

Name	Address	Signature	I give my consent Yes/No

# LETTERBOX NOTIFICATION

If you are **unable to contact the required people/persons to sign the neighbour consent form, you may wish to leave them a note in their letterbox.**

\_\_\_\_\_ (insert street name)

Neighbourhood Event \_\_\_\_\_ (insert event name)

Dear Neighbour, \_\_\_\_\_

My name is \_\_\_\_\_

From \_\_\_\_\_ (street name and number)

And I am proposing to organise a neighbourhood event – \_\_\_\_\_ (insert name of event) with a road closure for:  
\_\_\_\_\_ [date] \_\_\_\_\_ [time]

In order to obtain an Order for a Road Closure, I am required to provide expressions of support for the road closure from a majority of residents direct affected.

Please sign and detach the form below and drop it into my letterbox by \_\_\_\_\_ [date]

Once an Order for a Road Closure has been granted by the WA Police, I then seek approval from the City of Vincent.

On approval, I will distribute the invitations to the party. I hope you can make it!

This will be a great opportunity to meet the neighbours and get to know each other.

\_\_\_\_\_ (organisers name and signature)

Please fill in and return:

I have been informed of the date and times of the \_\_\_\_\_ street party and

I have no objections to the proposed road closure

I object to the proposed road closure

Signed \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

I would like to be involved in helping organise the party (designing flyers, playing music, brainstorming ideas etc)

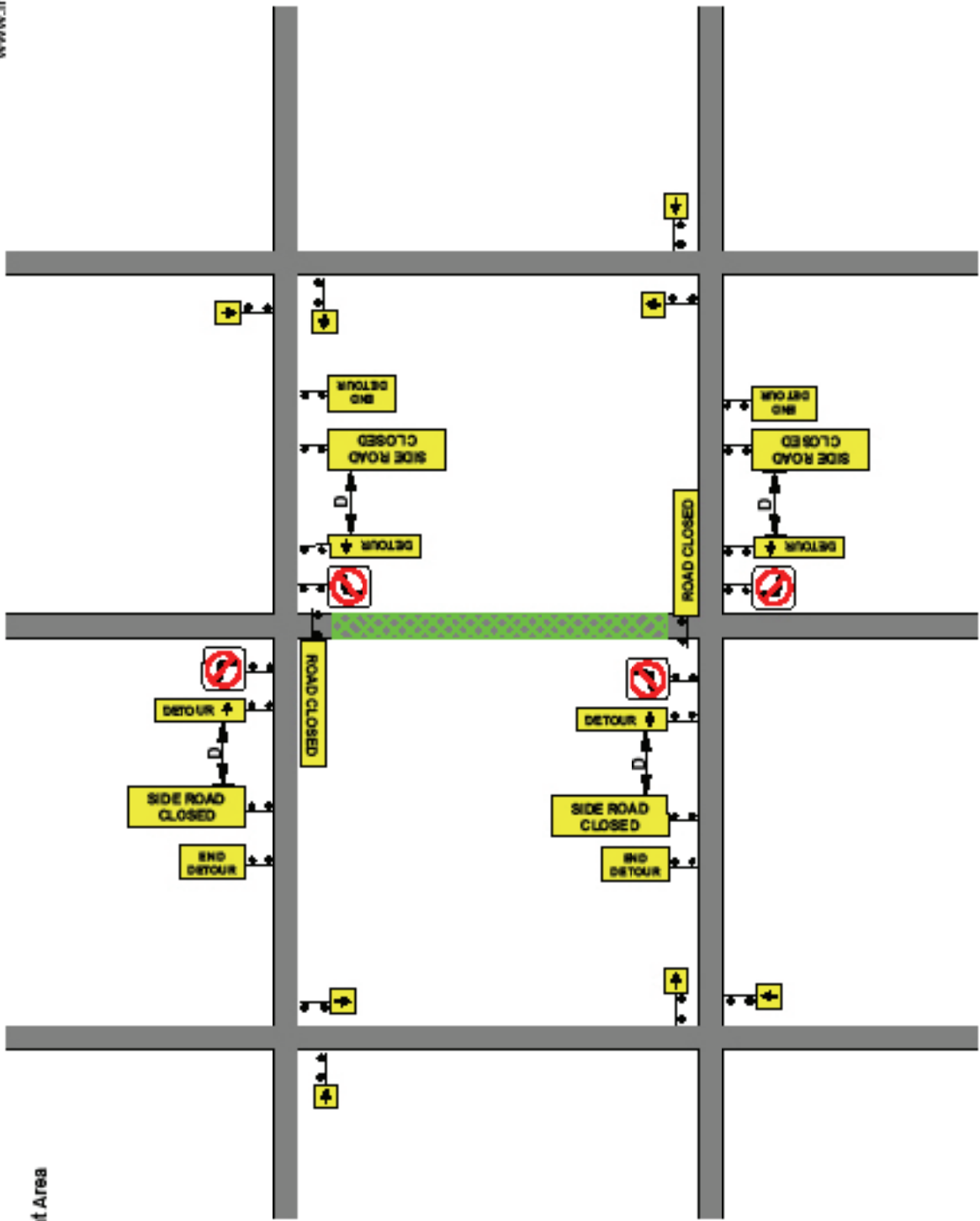
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**GENERAL NOTES**

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH AS1742.3 & MRWA COP OCTOBER 2015.
2. ALL TRAFFIC CONTROL DIAGRAMS TO BE READ CONJUNCTION WITH THE TRAFFIC MANAGEMENT DOCUMENT
3. NON-APPLICABLE EXISTING SIGNAGE SHALL BE COVERED EG. SPEED SIGNS DUE TO THE TEMPORARY SPEED ZONE.
4. ALL SIGNAGE DISTANCE SHALL COMPLY WITH AS1742.3 & MRWA COP OCTOBER 2015.
5. IN ACCORDANCE WITH AS1742.3 ACCREDITED TRAFFIC CONTROLLERS TO ASSIST PEDESTRIANS WITH MOVEMENT THROUGH & AROUND THE WORKSITE.
6. SIGNAGE SHALL BE PLACED ON THE SIDE OF THE ROAD ADJACENT TO THE TRAFFIC FLOW, MEDIUM ISLANDS.
7. AS WORK PROGRESSES THE TRAFFIC MANAGEMENT WILL BE DISMANTLED & ADJUSTED TO SUIT THE IMMEDIATE SITE CONDITIONS.



Event Area



**RECOMMENDED TAPER LENGTH**

APPROXIMATE SPEED OF TRAFFIC (KM/H)	TRAFFIC CONTROL AT MERGE OF TAPER	LATERAL SHIFT OF TAPER	MERGE TAPER
45 OR LESS	15	0	15
46-55	15	15	30
56-65	30	30	60
66-75	N/A	70	115
76-85	N/A	80	130
86-95	N/A	90	145
96-105	N/A	100	160
> 106	N/A	110	180

**DIMENSION "D"**

SPEED OF TRAFFIC (KM/H)	DIMENSION "D" (M)
45 OR LESS	15M
46-55	15M
56-65	45M
GREATER THAN 65KM/H	EQUAL TO SPEED POSTED

**TOLERANCES**

POSITIONING OF SIGNS MINIMUM, LESS THAN THE DISTANCE LENGTHS GIVEN  
 MAXIMUM 25% MORE THAN THE DISTANCE OR LENGTHS GIVEN  
 SPACING OF DELINEATING DEVICES MAXIMUM 10% MORE THAN THE SPACES GIVEN  
 NO MINIMUM

**LANE WIDTHS**

THE MIN LANE WIDTH TO BE PROVIDED THROUGH OR PAST THE WORKSITE SHALL BE 3.0M AT TRAFFIC SPEEDS UP TO 50KM/H & 3.3 AT 60KM/H. A WIDER LANE WIDTH IS REQUIRED AT CURVES.

**TEMPORARY SPEEDS**

- WORKSITE IS TO BE CLOSED BY ROAD WORKERS AT ALL TIMES
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**CLIENT:**

General Road Closure Layout - Block Closure with Detour



DATE:	FORNED APPROVED:	CHECKED BY:	ACCREDITATION:	REVISION:
21/08/2018	[Signature]	[Signature]	BL/08/21	[Signature]
			BL/08/21	[Signature]
			BL/08/21	[Signature]

Event Area



**GENERAL NOTES**

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2. ALL TRAFFIC CONTROL DIAGRAMS TO BE READ CONJUNCTION WITH THE TRAFFIC MANAGEMENT DOCUMENT
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4. ALL SIGNAGE DISTANCE SHALL COMPLY WITH AS1742.3 & MRWA COP OCTOBER 2015.
5. IN ACCORDANCE WITH AS1742.3 ACCREDITED TRAFFIC CONTROLLERS TO ASSIST PEDESTRIANS WITH MOVEMENT THROUGH & AROUND THE WORKSITE.
6. SIGNAGE SHALL BE PLACED ON THE SIDE OF THE ROAD ADJACENT TO THE TRAFFIC FLOW, MEDIUM ISLANDS.
7. AS WORK PROGRESSES THE TRAFFIC MANAGEMENT WILL BE DISMANTLED & ADJUSTED TO SUIT THE IMMEDIATE SITE CONDITIONS.

**RECOMMENDED TAPER LENGTH**

APPROXIMATE SPEED OF TRAFFIC (KM/H)	TRAFFIC CONTROL AT MERGE	LATERAL SHIFT OF TAPER	MERGE TAPER
45 OR LESS	15	0	15
46-55	15	15	30
56-65	30	30	60
66-75	N/A	70	115
76-85	N/A	80	130
86-95	N/A	90	145
96-105	N/A	100	160
> 106	N/A	110	180

**DIMENSION "D"**

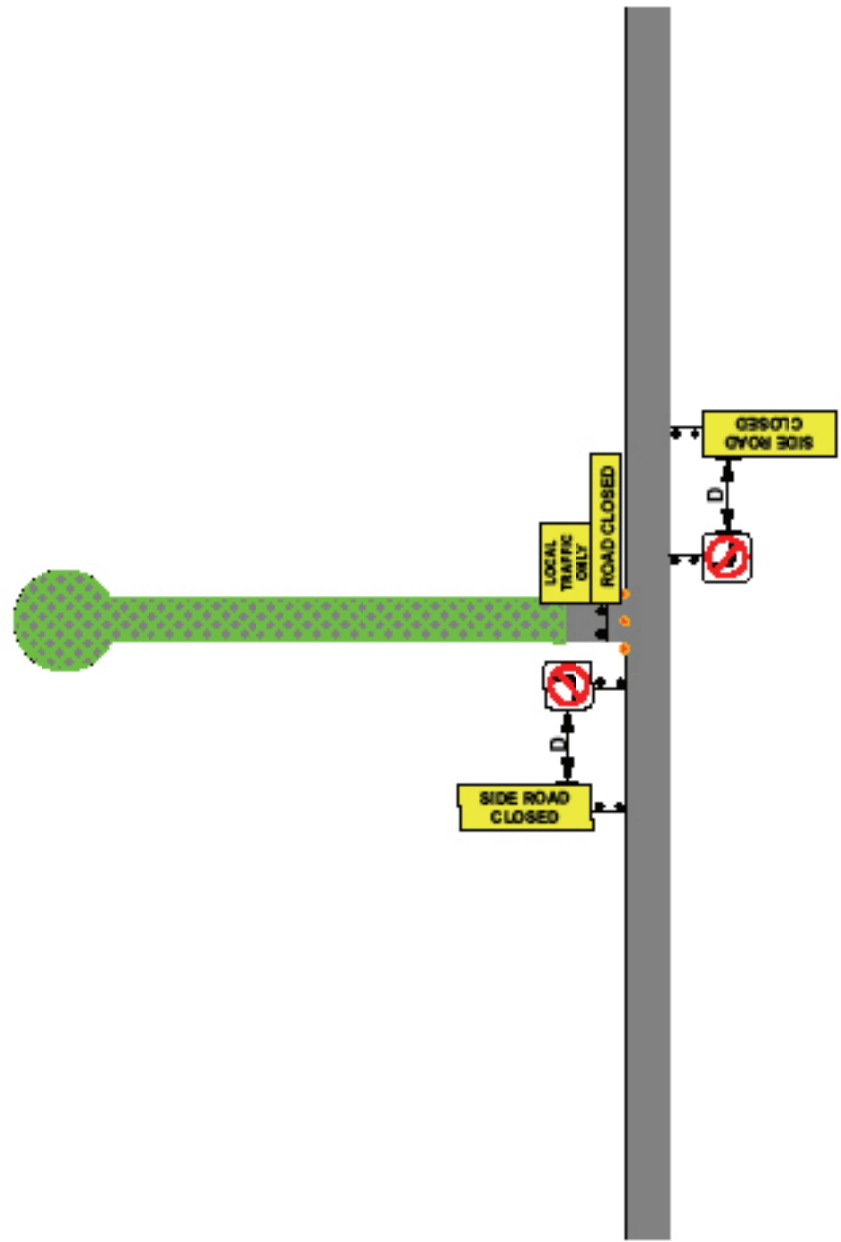
SPEED OF TRAFFIC (KM/H)	DIMENSION "D" (M)
45 OR LESS	15M
46-55	15M
56-65	45M
GREATER THAN 65KM/H	EQUAL TO SPEED POSTED

**TOLERANCES**

POSITIONING OF SIGNS  
 MINIMUM, LESS THAN  
 THE DISTANCE LENGTHS GIVEN  
 MAXIMUM 25% MORE THAN THE  
 DISTANCE OR LENGTHS GIVEN SPACING  
 OF DELINEATING DEVICES  
 MAXIMUM 10% MORE THAN THE SPACES  
 GIVEN  
 NO MINIMUM

**LANE WIDTHS**

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**TEMPORARY SPEEDS**

ROAD TYPE	MINIMUM	MAXIMUM
MAIN ROAD	40KM/H	50KM/H
LOCAL ROAD	20KM/H	30KM/H
SIDE ROAD	10KM/H	20KM/H
LANE WIDTH	3.0M	3.3M

**CLIENT:**  
 General Road Closure Layout - Cul De Sac

**vigilant**  
 TRAFFIC MANAGEMENT

DATE:	FORNED APPROVED:	CHECKED BY:	ACCREDITATION:	SIGNATURE:
			16 FEB 21	
			16 FEB 21	
			16 FEB 21	

**GENERAL NOTES:**

1. THIS CLOSURE IS TO BE MADE IN CONJUNCTION WITH AHEAD OF TRAFFIC CONTROL SIGNALS.
2. ALL TRAFFIC CONTROL SIGNALS TO BE MAINTAINED WITH THE TRAFFIC MANAGEMENT SIGNALS.
3. WORKER CARS & EQUIPMENT SHALL BE COVERED OR SPREAD DOWN TO THE TEMPORARY SPEED ZONE.
4. ALL WORKERS MUST BE FULLY EQUIPPED WITH APPROPRIATE PPE.
5. IN APPROXIMATE WITH 15 MINUTES BEFORE TRAFFIC CONTROL TO AVOID PRESSURE WITH MOVEMENT THROUGH & AROUND THE WORKSITE.
6. SIGNAGE SHALL BE PLACED ON THE EDGE OF THE ROAD ADJACENT TO THE TRAFFIC SIGNAL, BEHIND SIGNALS.
7. ALL WORKERS MUST BE FULLY EQUIPPED WITH APPROPRIATE PPE.
8. ALL WORKERS MUST BE FULLY EQUIPPED WITH APPROPRIATE PPE.

**RECOMMENDED TAPER LENGTH**

TRAFFIC CONTROL SIGNAL	TRAFFIC CONTROL SIGNAL	TRAFFIC CONTROL SIGNAL
18	18	18
18	18	18
18	18	18
18	18	18
18	18	18
18	18	18
18	18	18
18	18	18
18	18	18

**DEFINITION "D"**

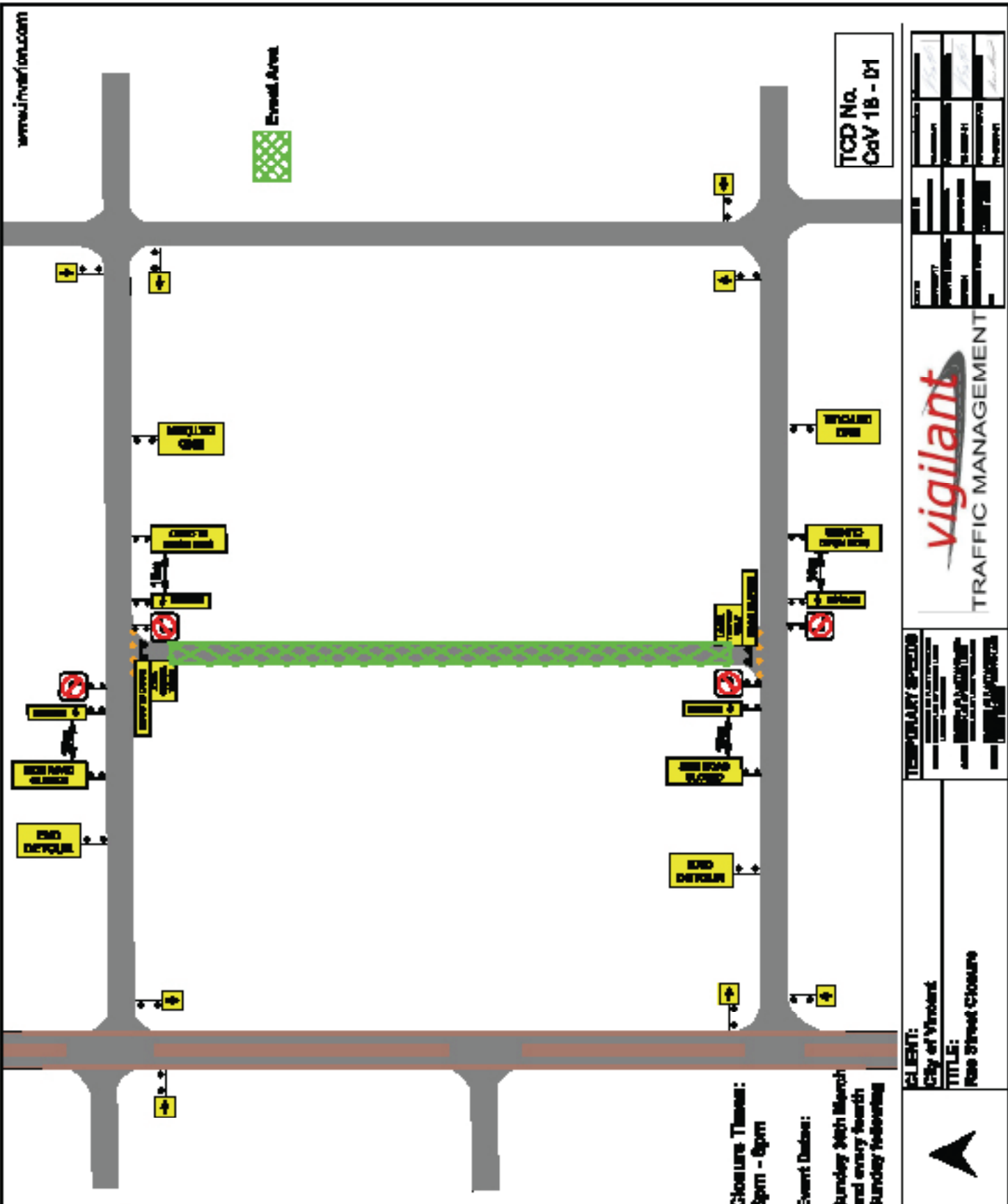
SPEED OF TRAFFIC (MPH)	DEFINITION "D"
45-55	100M
45-55	100M
45-55	100M

**TOLERANCES**

FOR TOLERANCE OF 10% OR MORE, THE TOLERANCE SHALL BE 10% OF THE TOLERANCE. THE TOLERANCE SHALL BE 10% OF THE TOLERANCE. THE TOLERANCE SHALL BE 10% OF THE TOLERANCE.

**LANE WIDTHS**

THE LANE WIDTH TO BE MAINTAINED THROUGHOUT THE CLOSURE SHALL BE 10M OR MORE. THE LANE WIDTH TO BE MAINTAINED THROUGHOUT THE CLOSURE SHALL BE 10M OR MORE.



# INVITATION

Hello neighbour!

I would like to invite you to a street event \_\_\_\_\_ This is a great opportunity to get together, meet each other, have fun and socialise. (insert event name)

Date \_\_\_\_\_ Time \_\_\_\_\_

Place \_\_\_\_\_

We are asking each neighbour to bring:

	Your own chairs
	Your own meat or vegetarian food for the BBQ
	One dish to share
	One salad to share
	One desert to share
	Your own drinks
	Your own plates, cups and cutlery
	A game

In addition, do you have the following that can be used?

	A BBQ
	Trestle tables
	Eski/Coolers

Yes	No	
		Do you have a special talent that you would like to share with us?
		Do you have any activities you could organise for the event?
		Are you able to help with some of the set up/pack down on the day?

Please note that:

- Is an invitation only event
- There will be a road closure from \_\_\_\_\_ to \_\_\_\_\_

Between \_\_\_\_\_ street and \_\_\_\_\_ street

Please avoid parking in the closed area. Sorry for any inconvenience and looking forward to seeing you on

\_\_\_\_\_

Please return this bottom section of the flyer to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_







This document is available in other formats and languages upon request.

### Administration & Civic Centre

**Email:** [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

**Phone:** 9273 6000

**Address:** 244 Vincent Street,  
Leederville, Western Australia, 6007

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**VINCENT.WA.GOV.AU**

