



SHIRE OF
HARVEY



PLAY STREETS

Events Kit

An easy guide to planning
an open streets event

harvey.wa.gov.au

Play Streets aims to support residents to hold neighbourhood events or activities as a way for neighbours to connect with each other.

Planning a Play Street in four steps:

1

Contact the Shire for initial discussion

2

Pan your event and get support from your neighbours

3

Submit an application for Order for Road Closure to the Police

4

Complete Play Street application, attach all required documents and email us at shire@harvey.wa.gov.au

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

Planning a Play Street

Small neighbourhood events are a great way to:

- Have fun with people who live nearby and 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

Types of events

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

- closing a road
- attracting less than 100 people
- local, neighbourhood events in residential suburbs.

Note: Play Streets are limited to residential streets and do not include buildings or centres. If you want to plan a bigger event or one in the Shire reserve or facility, talk to us to find out how we can help.

Examples of activities:



Kids activities - hopscotch, chalk drawing, nature play, skipping, bike riding, craft stations, cardboard city.



Food - street BBQ, bring a plate, lemonade stand, themed food, long table lunch, recognising cultural food/celebrations.

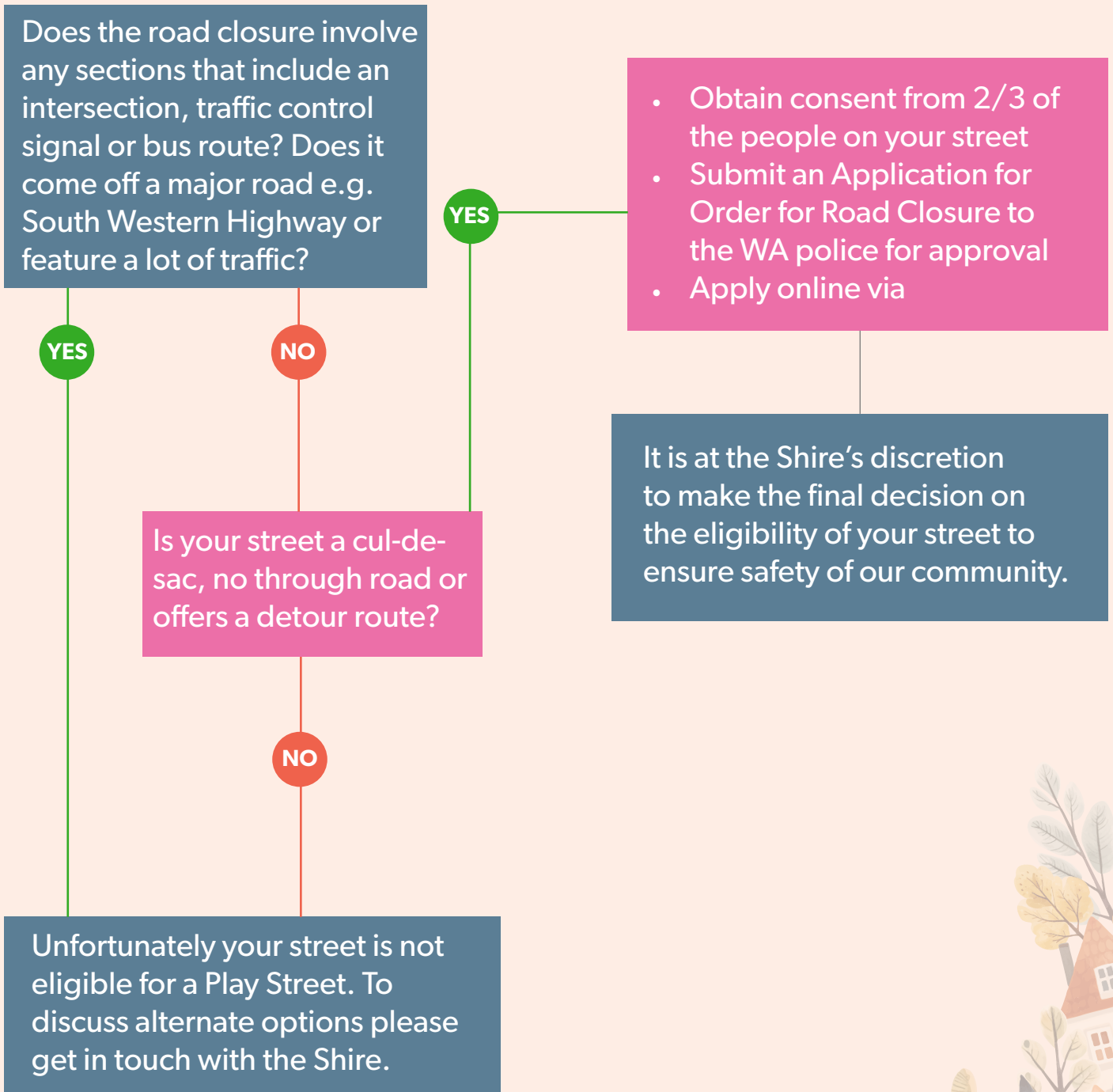


Sporting activities - cricket, basketball, table tennis, badminton, four square.

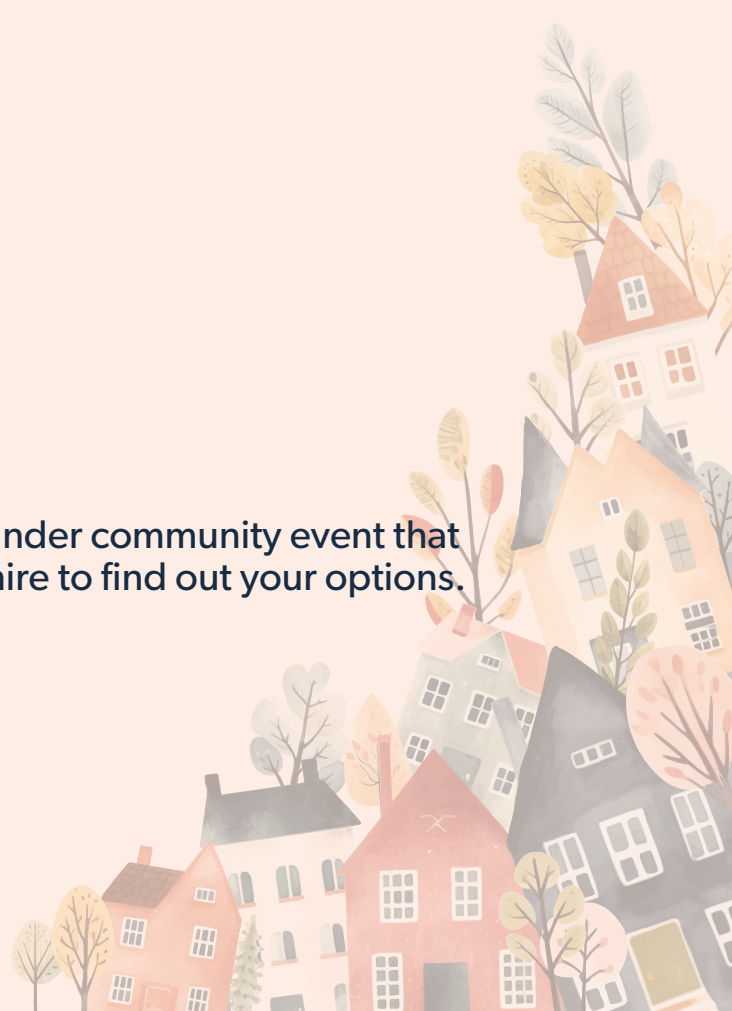


Roving activities - decorating letterboxes, neighbourhood library, swapping produce, gardening tips/planting days.

Closing the road - is your street suitable?



If your event attracts over 100 people it falls under community event that is not eligible for a Play Street. Contact the Shire 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 Shire,
- Neighbourhood Consent Form signed by 2/3 of street,
- Fees to be paid at any police station
- Traffic Management Plan.

Traffic Management Plan

Traffic Management Plans (when required) must be prepared by persons with current MRWA accreditation and will require review and acceptance by the Shire before a road closure, and the Event Application can be considered.

Submit your final plans to the Shire

Once you have the road closure approved, you can email the necessary documentation to the Shire online at shire@harvey.wa.gov.au

Make sure you all required documents available or you will not be able to complete the application:

- approved Order for Road Closure from the Police,
- Neighbourhood Consent Form,
- Traffic Management Plan,
- receipt from WA Police for review.



Recommended timeframe

- Plan your event - 2-3 months before
- Get approval from WA Police - allow 2 weeks
- Apply and email information - 4-6 weeks before your event

Any questions

For more information or to discuss your proposed street event, please contact us

- call the Shire of Harvey **9729 0300**,
- email shire@harvey.wa.gov.au, or
- visit harvey.wa.gov.au/community/events-and-festivals.





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PLAY STREETS

Templates
and Forms

harvey.wa.gov.au

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 Shire of Harvey.

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: _____

SCHEDULE 1
Form 1
ROAD TRAFFIC ACT 1974

APPLICATION FOR AN ORDER FOR A ROAD CLOSURE [Reg.6(2)]

NOTE:

Under section 36 of the Road Traffic (Administration) Act 2008 it is an offence to wilfully mislead a person in any particular likely to affect the discharge of that person's duty under the Act.

1. Full name of body on whose behalf the application is made.....
2. Full name of applicant or nominee making this application.....
3. Address.....
.....
4. Date of birth:.....
5. Telephone Number: Home:..... Work:.....
6. Nature of event.....
7. Approximate number of participants.....
8. Date of event.....
9. Duration From:.....To:.....
10. Street/Locality event to be held at.....
11. Street/Locality event (see also requirement E on page 2 of this form)
 - (a) Total number of occupiers of land immediately adjacent to the nominated road or roads.....
 - (b) Number of occupiers who have consented to the road closure.....
 - (c) Number of occupiers who have opposed road closure.....
12. Roads/road to be closed.....
13. Extent to which roads will be used (half/full carriageway).....
14. Exact route that event will follow (including starting and finishing points).....
.....
.....
15. Date of previous event, if any, conducted at the location/route.....
16. Date of previous event, if any, conducted by the applicant, club, group or organisation.....
17. Race meetings and speed tests: specify any provisions of the Road Traffic Act 1974, or regulations made under that Act, (other than provisions relating to the movement of traffic and pedestrians or the obstruction of a street) requested to be suspended under section 139 of the Road Traffic (Administration) Act 2008 –
.....
.....
.....
18. Any other relevant information.....
.....
19. I have read the requirements on page 2 of this application. The information supplied by me is true and correct to the best of my knowledge.
Signature:.....Date:.....
20. LOCAL AUTHORITY APPROVAL:
I.....designation.....
Approve/object to, this application on behalf of the City/Shire/Town

Of.....
Signed:.....Date:.....
Telephone:.....Official Stamp or Crest
21. COMMISSIONER OF MAIN ROADS APPROVAL:
I.....designation.....
approve/object to, this application on behalf of the
Commissioner of Main Roads

Of.....
Signed:.....Date:.....
Telephone:.....Official Stamp or Crest.
22. LOCAL POLICE DECLARATION:
I.....designation.....
Approve/object to, this application

Signed:.....Date:.....
23. RECEIPT DETAILS
The prescribed fee of \$.....received.
General, Receipt Number.....issued.

Signed:.....Date:.....
Police Station:.....

- A. Applications are to be lodged at the police station nearest to where the proposed event will be held. The prescribed application fee is to be paid at the time of lodgement.
- B. To permit the relevant authorities adequate time to assess applications and organise resources, applications shall be lodged within the following prescribed periods –
 - (i) events involving large public participation e.g. City to Surf Fun Run, pageants, not less than six calendar months prior to the proposed event;
 - (ii) events involving the racing of motor vehicles but not large public participation, not less than three calendar months prior to the proposed events;
 - (iii) events involving the racing of non-motorised vehicles, athletic events or other activities of a smaller nature, not less than one calendar month prior to the proposed event;
 - (iv) events involving street or locality events which do not involve large public participation, not less than one calendar month prior to the proposed event.
- C. Where local authority/Commissioner of Main Roads approval is required, the relevant declarations on the application are to be completed prior to the application being lodged.
- D. It is the applicant’s responsibility to arrange with the local authority for –
 - (i) the supply, erection and removal of prescribed road closure barriers and signs;
 - (ii) the payment of any associated fees and/or administrative charges.
- E. Where an Occupier’s Consent Form is required it must indicate that two-thirds of the occupiers affected are in favour of the proposed road closure.

The consent shall take the following form –

OCCUPIER’S CONSENT FORM FOR A STREET/LOCALITY EVENT

It is intended to apply to conduct a street/locality event in,.....between
(street/road)

.....and.....
(intersecting feature) (intersecting feature)

during the hours ofandon, 200.....

The event is being conducted on behalf of
.....
(club, group, organisation)

<u>OCCUPIER’S NAME</u>	<u>ADDRESS</u>	<u>DATE</u>	<u>CONSENT/OBJECT</u>
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F Where insufficient space is provided relevant details are to be included on a separate sheet and submitted with the application.

Shire of Harvey

102 Uduc Road, Harvey WA 6220

PO Box 500, Harvey WA 6220

Ph: (08) 9729 0300

E: shire@harvey.wa.gov.au

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