

## TEMPORARY ROAD CLOSURE/STREET PARTY PERMIT APPLICATION

MOONEE VALLEY CITY COUNCIL  
9 Kellaway Avenue  
Moonee Ponds, Victoria, 3039  
Phone: 03 9243 8888  
**Fax: 03 9377 2100**  
Email: council@mvcc.vic.gov.au

Trim No (office use only): \_\_\_\_\_

Application lodgement date: \_\_\_\_\_

Permit No: (office use) \_\_\_\_\_

**This application may take up to 10 working days to process**

### APPLICANT DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (AH): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method you want your permit delivered by: Email:  Mail:

### LOCATION DETAILS

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

From intersection of: \_\_\_\_\_ To intersection of: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Start Time (Hour): \_\_\_\_\_ Event Finish Time (Hour): \_\_\_\_\_

Expected number of attendees \_\_\_\_\_

### DESCRIPTION OF EVENT

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**Type of Event**

- Fun Runs     Street Parties     Processions     Other

**Street Closure Kit will be: (please tick *one only*)**

- Picked up from Council Depot by applicant - \$44.10  
 Delivered to applicant - \$110.00

Delivery address (if applicable): \_\_\_\_\_

**Please note:**

**The fee for the road closure and any additional fees incurred as result of loss/damage to signage will be deducted from the Insurance Reimbursement.**

**I have read and agreed to the Policy Guidelines under which this permit is issued and I warrant that the details of this application are true and correct.**

A copy of my Public Liability Insurance of value no less than \$10 million is attached;

The completed **Insurance and Indemnity** form is attached.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

### **INDEMNITY**

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In this increasingly litigious environment it is vital that the Council take steps to ensure the protection of its asset base.

The signing of an indemnity protects Council by removing the blame for loss or damage in circumstances where Council itself is not the negligent party. The indemnity shifts the attention onto those who are legally liable and responsible.

In circumstances where Council is legally liable then Council has in place Public Liability insurance to protect it.

### **INSURANCE**

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It is a requirement that all contractors and individuals that Council deals with have in place current Public and Products Liability (where products are sold or supplied) insurance.

This is necessary because of the indemnity above and also to ensure a financial remedy to the contractor or individual in the event of a claim by a member of the public or a class action.

**Council requires contractors to provide proof of insurance in what is called a "Certificate of Currency". This is a summary of the insurance cover showing pertinent details. *The certificate is available at request from the insurer or broker and is common in the insurance industry.***

You must ensure that the certificate is stamped and signed by the insurer and that it shows the expiry date. The cover must include Council as a named insured and include what is called a cross liability clause.

Before Council can agree to accept any application, you will need to provide this certificate.

### ***COUNCIL USE ONLY***

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The approval is granted subject to the Moonee Valley Council Guidelines for Temporary Road Closure/Street Parties.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

AMENDMENTS: \_\_\_\_\_



**INSURANCE AND INDEMNITY FORM**

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**INDEMNITY:**

I, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_

hereby agree to indemnify and keep indemnified and to hold harmless the Moonee Valley City Council, its servants, agents and contractors from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made against them or any of them arising out of or in connection with the activity, except to the extent that Moonee Valley City Council, its servants, agents and contractors, is liable at law.

**INSURANCE (Certificate of Currency):**

I, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_

shall take out and keep current during the period of the activity/event, a Liability Insurance Policy in a form approved by the Council. The Public Liability Policy of Insurance shall cover such risks and be subject only to such conditions and exclusions as are approved by the Principal and shall extend to cover the Principal in respect of claims for personal injury or property damage arising out of the negligence of the contractor/ lessee/ hirer. The amount of cover will be for no less than \$10,000,000.

**Policy number:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Witnessed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

If further information is required, please contact Moonee Valley City Council's  
Risk Management Unit on 9243 9163.

## TEMPORARY ROAD CLOSURE/STREET PARTY GUIDELINES

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Approval for a street party is subject to the following requirements:

### 1. Location

Council will only approve temporary closure of local roads for the purpose of conducting an event. It is highly likely that a location where an event was conducted in the previous years will be approved.

If this is the first time you are conducting a street party, please contact Council's Technical Officer on **9243 1199** to seek advice.

### 2. Public Liability Insurance

Applicants must obtain Public Liability Insurance (**Limit Of Liability is \$10 Million**) indemnifying Moonee Valley Council from any liability.

Public Liability Insurance can be arranged by contacting the following:

Website: **[www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)**

Telephone: **Jardine Lloyd Thompson (Insurance Brokers) on 1300 853 800.**

Council is committed to the reimbursement of the insurance fee, provided that insurance is obtained through the contacts detailed above and proof of purchase is provided.

### 3. Road Closure

Council will provide a road closure kit for the necessary closure. There is a non-refundable fee of \$42.00 if kit is picked up from Council's Depot and \$105.00 if it is delivered to the applicant (GST included).

Kits can be arranged by contacting Lynne Rycroft on 8325 1725. No deliveries or pick up of the road closure kits will be made on the weekends and kits are provided subject to the following requirements:

- The fee for the road closure and any additional fees incurred as result of loss/damage to signage will be deducted from the Insurance Reimbursement;
- Barricades must be erected in accordance with the attached plan;
- Road closures must be adequately supervised at all times;
- Barricades are to be removed immediately in the event that access is required for emergency or service vehicles;
- Access for local residents and visitors is to be provided;
- The applicant is responsible for ensuring that all safety precautions are taken on site for both pedestrian and vehicular traffic during the street party.
- All barriers and street obstructions must be removed immediately in the event that access is required by emergency and/or service vehicles including Victoria Police, Fire Brigade, Melbourne Water and Jemena

#### Please note:

Pick up and deliveries of road closure kits are only available Monday to Friday, 8am to 12 noon and 1.30pm to 3.30pm from Council's Depot at 188 Holmes Road Moonee Ponds.

## CHECKLIST

### Step 1

- Check that the street has been approved for a street closure. If not, seek advice from Council's Technical Officer on **9243 1199**.

### Step 2

- Complete and sign the **Temporary Road Closure/Street Party Permit Application** form.
- Attach proof of payment for Public Liability Insurance.
- Attach completed **Insurance, Indemnity And Reimbursement** form.

### Step 3

- Arrange for a road closure kit by contacting **Lynne Rycroft** at the Council Depot on **8325 1725** at least **one week** prior to the street party to ensure that the kit is available for collection/delivery.
- Inform all affected residents of the closure.

### Step 4

- Return road closure kit to Council Depot after completion of closure.
- Contact Council's Technical Officer on **9243 1199** for reimbursement of the Insurance premium once the kit has been returned to Council.