



NEIGHBOURHOOD STREET PARTY PROGRAM

2026 GUIDELINES



WHAT IS THE NEIGHBOURHOOD STREET PARTY PROGRAM?

These Guidelines are designed to assist the community in understanding the requirements for holding a local event that requires the closing of a street under the ownership and/or control of City of Prospect. This program is designed to facilitate closure during two distinct periods of the year.



Council is seeking submissions from City of Prospect residents who would like to temporarily close their streets for an on-road Festive/Christmas or Halloween themed street party with their neighbours in October, November and December 2026.

Council endorsed a limited budget to support these events, and for equity, will support:

- **A maximum of two (2) Halloween themed street closures on Saturday 31 October 2026 (each must be in a different Ward).**
- **A maximum of eight (8) Festive/Christmas themed street closures (two per Council Ward) in November or December 2026.**

Community street events are a fun and excellent way to promote community spirit, created by the community for the community. Grassroots street events can take many forms, with the main aim being that they provide an opportunity for community members to engage with one another and foster a sense of belonging.

A street event is usually a joint effort and relies on the involvement of a good proportion of the street's residents. Through street events, people are supported and encouraged to reconnect with each other as well as being provided with a safe setting for sharing and celebrating.

To assist in facilitating these street events, Council will cover the cost of traffic management, advertising and insurance.



How can I host a Street Party?

Applications are online and can be submitted by completing the form below;

[APPLY HERE](#)

Closing Date: Sunday 20 September 2026

Residents/Applicants will be notified of the outcome within 3 weeks of the closing date.

Council reserves the right to not accept applications lodged after the closing date.

ALL APPLICANTS PLEASE NOTE BEFORE COMPLETING THIS FORM:

- Applicants must be currently living within City of Prospect;
- Applicants must consult with their neighbours and other residents of the street who may be directly affected by the proposed road closure, and seek their support prior to applying – at least 51% of residents and businesses within the closure must support the closure (download the [Survey of Neighbourhood Support](#) template);
- Maximum of 200 people per street event is permitted;
- Successful recipients of the Event Sponsorship Fund and Community Support Fund are not eligible for the Neighbourhood Street Party Program. For information on City of Prospect's other Funding and Grant opportunities, visit prospect.sa.gov.au/funding-grants;
- The same street cannot be closed twice in the same financial year e.g. for a Halloween and a Festive/Christmas themed event;
- Applicants must review Conditions of Approval contained in these guidelines (page 4);
- Applicants must review Exclusions of insurance contained in these guidelines (page 5);
- Upon approval, the applicant must complete a [Risk Assessment Worksheet](#) template;
- In the case of extreme weather (heat, rain, hail, winds etc) Council may, in collaboration with the successful applicant, determine to cancel the street event for safety purposes.



For applicants interested in a Halloween street closure

- Only two (2) Halloween themed street parties will be permitted within City of Prospect, and each must be in a different Ward.
- Halloween themed road closures must be on the day of Halloween (Saturday 31 October 2026) between the hours of 4pm – 10pm (this includes the event start/finish time and traffic management installation/pack-up).

For applicants interested in a Festive/Christmas street closure

- Festive/Christmas themed closures must be on a Saturday or Sunday prior to Christmas in the months of November or December 2026.
- Closures can be up to a maximum of 6 hours in length (this includes the event start/finish time and traffic management installation/pack-up).
- Closures must start no earlier than 8am and finish no later than 11pm (this includes the event start/finish time and traffic management installation/pack-up).



CONDITIONS OF APPROVAL

What Council will do for approved street parties

City of Prospect will undertake the following steps to ensure your street party happens:

- Develop a Traffic Management Plan in accordance with relevant guidelines and standards.
- Liaise internally with relevant City of Prospect departments and obtain necessary approvals from external government agencies where required. (Please note depending on location, streets adjacent to a road under care and control of State Government may require a separate approval via Department for Infrastructure and Transport (DIT) or another Council. If separate approval is denied, the event will be unable to proceed;
- Notify all relevant emergency, utility and public transport services, if impacted.
- Advertise the temporary road closure in accordance with Road Traffic Act 1061, Section 33 requirements.
- Supply, install and remove temporary traffic control devices in accordance with Road Traffic Act and Australian Standard requirements.
- Arrange insurance cover for up to 200 people per street party.
- Provide advice and guidance to the successful applicant throughout the process.

What is expected of Residents/Applicants upon approval

- The activities of the event must not unduly interfere with normal pedestrian usage of the street or public access to (non-traffic) areas in street i.e. footpaths.
- Noise, including amplified noise, must be kept at a reasonable level so as not to cause annoyance to other persons not attending.
- No sale of goods (food, drinks or alcohol) for human consumption;
- Pre-packaged food and drink i.e. cans of soft drink or pre-packaged foods i.e. crisps or sweets in their own branded packaging may be sold; and
- Craft and market style items (not including fruit and vegetables) and second-hand goods (excluding electrical items) may be sold or traded.
- No infrastructure or signage is to be installed on the road or on public property;
- If commercial food vans or caterers are engaged, the Eastern Health Authority (EHA) must be notified by the Resident/Applicant.
- The Resident/Applicant is responsible for the appropriate disposal of rubbish, and the street must be left in a clean and tidy state.
- The Resident/Applicant is to abide with any reasonable direction given by an Authorised Officer of City of Prospect or member of the SA Police Service.
- All barriers will be placed (by traffic contractors arranged by City of Prospect) in accordance with the Traffic Management Plan and are not to be moved (unless an emergency arises) during the street event.
- Contact details must be provided for the Resident/Applicant or a designated person to be responsible for liaising with Council's contracted traffic company on the day of the closure.
- The Resident/Applicant will be responsible for liaising with Council staff / traffic contractors on the day regarding specific access arrangements and when the road is safely closed before use and prior to reopening to ensure all persons and infrastructure is safely removed.
- Vehicle movement within the closure should be limited to emergency vehicle access only.
- The times specified on the approved Traffic Management Plan will be strictly adhered to. No additional hours or extensions on the day will be permitted.
- A Risk Management Plan is to be completed and supplied to Council 2 weeks prior to the street closure date.
- The Resident/Applicant is responsible for delivering a letter to the surrounding area (minimum 1 block surrounding the road closure), at minimum 7 days prior to the street party.
- The Resident/Applicant is responsible for providing any additional lighting required to ensure public safety. Please note that Council will not supply or install lighting for the event.
- The Resident/Applicant is requested to provide photos to Council after the event, which may be shared on City of Prospect's social media platforms, or used for printed publications and other promotional material. City of Prospect may also supply a photographer/videographer to document the street party.
- After your Street Party: The Resident/Applicant is requested to provide Council with a summary of the Community Street Event (what you did, who and how many people were involved, what worked, and what could be done differently next time). Failure to provide this summary or to adhere to the criteria above, may jeopardise future applications from this locality.

CONDITIONS OF APPROVAL

Council are unable to provide funding for:

- Businesses, organisations, community groups, churches, not-for-profits or clubs.
- Applicants whose residence and street is not located within City of Prospect's boundary.
- Events that are not fit for purpose e.g. on busy thoroughfares or streets that have been impacted regularly or within a recent time due to other approved events or construction works.
- Roads under care, control and management of State Government, or adjoining other local Council areas.
- May cause damage to the public realm as a result of the event or be considered offensive or inappropriate by the broader community.
- Do not respectfully consider the religious and cultural diversity of our community.
- Are 'exclusive' or commercial in nature and not publicly accessible, including for which i.e. an entrance fee is charged.
- Are considered detrimental to the amenity of residents not attending.
- Do not comply with Council Policies and By-Laws, Eastern Health Authority Guidelines (EHA), SafeWork SA practices.
- Events where illegal activities may occur - where harm may come to an individual, property, the community or the state (a public wrong) that are forbidden and punishable by Australian law.
- Residents in a debt or dispute with Council.
- Have not provided all the required paperwork to Council.

Insurance and Exclusions

Public Liability insurance for the Community Street Event is secured for and on behalf of the Event Organiser for \$20,000,000 by City of Prospect.

Insurance coverage is limited to a determined number of attendees (e.g. 200 persons) at each Community Street Event. If the determined number of attendees is exceeded, insurance cover may be voided.

Further exclusions may apply under insurance cover which limits the activities that can be held, such as, sporting and fitness activities, amusement rides or devices, animal farms or zoo's. This list is not exhaustive and may vary each year upon insurance renewal.

Insurance exclusions:

- Animal rides, amusement rides and/or devices of any description or inflatable recreational equipment;
- Personal Injury of any person caused by or arising out of the participation of such person or his/her property in any game, match, race, practice, trial, or other sporting activity (including but not limited to swimming, gymnastics, health and fitness activities) and amusement involving bodily contact with persons, machines or devices;
- Fire, fireworks, pyrotechnics or incendiary device;
- Listed human diseases determined under section 42 of the Biosecurity Act 2015 (Cth);
- Property damage or destruction;
- Any claims arising from, contributed to by or in connection with sexual and/or child assault, abuse, molestation or attempt thereof.

Resident/Applicant Checklist

- 1 Review eligibility and conditions (contact us if you have any questions)
- 2 Talk to your neighbours and complete the [Neighbourhood Support Survey](#).
- 3 Submit Application Form before 20 September 2026 (link)
- 4 Council will assess and return reply (preliminary approval)
- 5 Council will design the Traffic Management Plan (TMP)
- 6 Applicant to complete the [Risk Assessment Worksheet](#) (Submit 2 weeks prior to your street party)
- 7 Council will advertise online and arrange insurance
- 8 Council will forward Resident/Applicant relevant approvals and TMP
- 9 Resident/Applicant to deliver a [notification letter](#) at least 1 week prior to surrounding area (i.e. 1 block from the road closures)
- 10 PARTY WITH THE NEIGHBOURS!
- 11 Show & tell us how it went!

Who can I talk to?

City Events and Activation Team
events@prospect.sa.gov.au
T. 8269 5355

[Find all of the
supporting
documents here](#)