

TEMORA SHIRE COUNCIL



STREET STALLS

ACTIVE

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Street Stalls
CODE NUMBER: C2
AUTHOR: Temora Shire Council
ENDORSEMENT DATE:

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
August 2012	Change to Fees & Charges	1	16 August 2012	GCL
February 2013	Update the policy to reflect fees & charges	2	21 February 2013	GCL
30 August 2017	Update policy to reflect fees & charges	3	N/A	GCL
30 August 2018	Refresh	4	15 November 2018	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
October 2021	Review		General Manager

Each organisation authorised to conduct a Street Stall in Temora must comply with the following conditions.

- **Street stalls will only be permitted in Hoskins Street on Fridays.**
- Allocation of dates will be made by Council about November each year, after advertisements have been placed in the local press inviting applications for dates for the following year.
- An organisation with an active local branch who have a National Appeal on a specific day or week may make application in the week prior to street stall allocation for that period.
- Other street stall applicants must make application on the morning that street stall bookings are open to general use. If there are vacancies after the initial applications, organisations can make an application for a second day.
- The Mobile Street Stall must be used and this will be placed in the allocated position in Hoskins Street on the morning of the allotted day.
- The location of the Street Stall will be on the median strip in front of the Newsagency/Rick Firmans Menswear.
- Organisations may sell raffle tickets from one table only, as supplied with the Street Stall van. The table is to be placed on the kerb side, within one metre of the end of the Street Stall. Soliciting by raffle sellers will not be tolerated.
- Organisations are not permitted to have other vehicles taking parking positions, including selling from back of vehicles. Organisations should be mindful of two-hour parking restrictions in Hoskins Street, and must minimise the use of carparking spaces by volunteers in the vicinity of the Street Stall van.
- Arrangements for Use
 - A member of the organisation must call at the Shire Office not earlier than 8.00 am and collect the key;
 - The van is to be left clean and tidy with all rubbish removed. Broom, mop and dustpan are required to be used and left in the allocated space within the van;
 - The caravan will be placed onsite by 8.00 am and should be vacated for return to the depot at **1.30 pm**;
 - Fee for the Street Stall hire will be in accordance with Council fees & charges
 - Organisations must complete a checklist of provided items before and after use.
- Approval will not be given to other organisations to conduct, raffles, competitions etc while the street stall is in operation.
- Organisations must advise Council the day before if they will not be using the street stall van on the day allocated to them.
- **FAILURE TO ABIDE BY ANY OF THE ABOVE TERMS WILL FORCE COUNCIL TO WITHDRAW THE STALL FROM OPERATION FOR THE DAY.**

I acknowledge, on behalf of the organisation, the above condition, and agree to abide to the conditions in the conduct of the Street Stall. I further acknowledge that a breach of conditions by any volunteer in relation to the Street Stall will result in the withdrawal of approval to operate.

NAME:..... . ORGANISATION:

APPLICATION FOR RAFFLE & STREET STALLS

Contact Person:

Mr/Mrs/Ms/Miss: _____

Position: _____

Organisation: _____

Address: _____

Telephone (Day Time): _____ Mobile: _____

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Email Address: _____

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Signature _____

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Date: _____

Insurance: Copy of current public liability insurance cover for a minimum of twenty million dollars (\$20,000,000) indemnifying applicant organisation against claims for injury to person or damage to property must accompany this application.

Event/Activities (e.g. Street stall, raffle, National Fundraiser):

Date required: _____

Trading from: _____ am _____ pm

Structures (items to be set up e.g. table, sign, display or car):

Location (of structure:)

Is your stall a recurring event?

Yes/No

Dates:

Shop-owner Approval: Permission is given for the above organisation to conduct street stall/s outside our business premises on the above requested dates
Signature: _____ Date: _____
Name: _____
Business Name: _____

Before Submitting your form please check you have

- Attached your organisation's insurance policy
- The shop-owner has signed the "Shop-Owner Approval form" and it is attached.
- Food Business Notification form completed (if selling food) available from Council's Environmental Services.

Office Use (Temora Shire Council):

Date: _____ Doc No: _____
File No. _____ Yes/ No

Referred to:

Action _____ Info _____ MLP _____

Tentative/ Declined/ Approved

Date/s Allocated: _____ Insure Expiry: _____ Insurance

Location: _____

Permission Received:

_____ Confirmed: _____ Other: _____



Draw a map of your Street Stall/Fundraiser/Busking.

E.g. location, number of tables and chairs, signage/banners, trailer musical instrument.

Please measure and indicate clearly the space your stall will occupy on the plan.

A large empty rectangular box intended for drawing a map of a street stall or fundraiser. The box is bounded by a thin black line and occupies most of the page's vertical space.

Conditions of Permit

1. Street stalls are only to be permitted in Hoskins Street on Fridays (refer Council policy)
2. The permit holder agrees to indemnify and keep indemnified the Council, its servants and agents and each of the from and against all actions, costs, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
3. The permit holder shall take out and keep current a Public Risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of twenty (20) Million Dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
4. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
5. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
6. The permit is not transferable.
7. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By- laws relating to the activity and any Temora Shire Council requirements
8. No food or drink, other than those nominated on page 1 of this application, will be offered for sale by the permit holder.
9. No alcohol to be served, unless a Limited Liquor Licence has been approved.
10. No music system or amplified sound, other than those specified on page 1 of this application, is to be used by the permit holder without the prior approval of Council.
11. The permit holder shall ensure that site/s is left clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
12. The use of power by permit holders is to be by arrangement with Council.
13. The permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance. The decision of Council will be final.
14. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this permit, authorised by Council, has been returned to you.
15. I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

Signed for and on behalf the permit holder

Name: _____

Date: _____

Position: _____

Signature: _____

<u>Council Authorisation</u>		
Insurance:	Yes / No	Permit:
Approved / Denied		
Fee:	_____	
Permit Number:	_____	