

Casual Street Stall Application Form

Title (Dr/Mr/Mrs/Ms): _____

Given name: _____ Surname: _____

Postal address: _____

Suburb: _____ Facsimile: _____

Phone: _____ Mobile: _____

Email: _____

Advertiser/Company: _____

ABN/ Charity Number: _____

Street Stall Location

Specify location and submit a detailed site plan including street names, shop names and landmarks etc. Please specify if you intend to walk around in the area and provide a copy of your Fundraising Licence.

Nelson Bay Area

- ☐ Corner of Stockton St & Victoria Parade
- ☐ In front of Post Office
- ☐ Stockton Street Stage Area

Raymond Terrace Area

- ☐ 36 William Street (Newcastle Permanent)
- ☐ The grassed area outside of Centro
- ☐ Other Area OR Fundraising in the Street. Please specify: _____

Street Stall Date/s & Times

Specify the date and duration for each location selected.

Location:	
Date/s:	
Duration: (start and finish time)	
Location:	
Date/s:	
Duration: (start and finish time)	

Provide specific details and include the type of goods for sale (e.g. raffle tickets):

Casual Street Stall Application Form

Declaration: I declare that all the information provided is true and correct. I have read and understand the fees and charges and agree to abide by the Terms and Conditions attached.

Name: _____ Signature: _____ Date: _____

Witness Name: _____ Witness Signature: _____

Casual Street Stall Terms and Conditions

1. General

- 1.1 There are no Fees for a Casual Street Stall on the Road Reserve for charity/fundraising purposes.
- 1.2 This form must be completed and returned to Council before the Casual Street Stall is to commence.

2. Requirements

Provide Council with a current Certificate of Currency for Public Liability, ensuring that the following information appears on the document:

- The organizations name (must be the same as the applicants name on the form)
- The policy number
- The insurer providing the cover
- The type of cover
- The limit of liability (*minimum \$20 million for casual street stalls*)
- Port Stephens Council noted (the policy extended to indemnify Council in respect of the negligent acts, errors or omissions committed or alleged to have been committed by the Contractors its agents, servants, employees and contractors arising from the work performed under this agreement)

3. General Conditions

- 3.1 Ensure that before lodging your application, your organization is able to adhere to all the necessary Conditions of Agreement.
 - Appropriate identification of the organization operating the stall must be displayed in the vicinity of the stall for the public view and for presentation to authorized Council employees or by the police.
 - The organization must comply with any relevant specific conditions on the following page(s) and any additional food and traffic regulations.
 - The Organisation is to present to Council prior to the event (attach with return of this form) a current certificate of currency for Public Liability Insurance with a limit of indemnity of \$20 million on anyone occurrence extended to indemnify Council i.e. Port Stephens Council to be noted on the policy.
 - The local police must be contacted if second hand goods are offered for sale to ensure that you do not breach the Second Hand Dealers and Collectors Act.
 - The structure used to conduct the stall must be safe.
 - Stall holders should be aware of the general conduct of their volunteers and endeavor to leave the area in a clean and litter free condition, obey noise rules and will not be allowed to canvas member of the public by way of loudspeaker etc.
 - Stall holders to display, in a conspicuous position, a sign indicating the purpose for which the stall/raffle is being conducted. Council must be notified if you intend to display any other signs including warning and advertising signs.
 - Street stalls must not obstruct free passage of pedestrians, children, people with prams, the elderly, people with disabilities, wheelchairs and cater for pedestrians and passing traffic.

4. Specific Conditions

- 4.1 Raffles
 - Raffles can only be conducted for the purpose of raising funds for a non-profit organization etc. subject to the appropriate approval having been obtained beforehand from: Office Charities – Department of Gaming & Racing, GPO Box 7060, SYDNEY NSW 2001, (02) 99950666

Casual Street Stall Terms and Conditions (cont'd)

4.2 Food Stalls

- Every article of food consumed in the state in which it is sold, must not be exposed to flies or dust and all food shall be stored 750mm above the ground and kept covered or in closed containers.
- Disposable eating and drinking utensils only shall be used
- All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar dispensers or otherwise protected from contamination.
- Prepared food product or pre-cooked food consisting wholly or in part of fresh cream, custard, trifle, or any similar food which promotes bacterial growth shall not be sold from a food stall, unless stored or displayed in a suitable refrigerated display cabinet, maintaining the food at a temperature below 5 degrees (cold food) is provided.
- The sale of pre-cooked chicken pre-cooked chicken pieces or pre-cooked rice from a one day food stall is NOT PERMITTED.
- Provision shall be required for screening or shielding the stall to protect perishable food from direct sunlight any premises in which second hand articles of clothing or footwear or printed material is received.

4.3 Trailers

Approval is also granted to display the trailer providing the following conditions are complied with:

- That a maximum of two car parking spaces is used in William Street near the pedestrian crossing or Magnus Street directly in front of the Commonwealth Bank.
- That the on road display area is barricaded off to prevent pedestrians from walking into the path of traffic while viewing the display.
- That the Police grant approval with regard to vehicle exceeding the 1 hour parking restriction
- That the display does not impede with pedestrian or traffic flow.

YOUR PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: This information is collected only for Council's Casual Street Stall register.

Intended recipients: The information will only be used by Council staff.

Supply: This information is supplied voluntarily.

Consequence of Non Provision: Non provision of the information required will result in the application not being processed.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on (02) 4980 0255 to enquire how you can access information.

Office Use Only

Approved By: _____ Signature: _____ Date: _____