

Name of Policy: Street Stalls

Policy Code: PL-ENG-003

Date Originally Adopted: 13/08/1996 **Minute No.:** 55

Date Last Reviewed: 31/10/2000 **Minute No.:** 364

Date Last Amended: 14/04/2009 **Minute No.:** 32

Responsible Division: Engineering Services

Responsible Section: Parks & Recreation

Related Council Documents: Procedure (PR-ENG-003) – Street Stalls
Policy (PL-GOV-005) - Level of Public Liability Insurance Coverage required from Users/Hirers
Conducting Activities on Council Controlled Property

Relevant Legislation:

Objective:

To monitor and control the use of street stalls by community organisations for fund raising purposes and to maintain a booking system to prevent double bookings on any given day.

Eligibility:

Community groups may apply to Great Lakes Council for permission to conduct street stalls and must meet one of the following criteria:

- charitable, benevolent or non profit group;
- managed by a community based committee of management properly constituted or incorporated; or
- provide a community service or activity, or managing a community facility in a voluntary capacity.

Approvals to hold street stalls or other fund raising activities will be granted only to those organisations which have an accredited and active branch in the Great Lakes Local Government area.

All groups must carry the appropriate insurance as outlined in Council's Policy (PL-GOV-005) - Level of Public Liability Insurance Coverage required from Users/Hirers Conducting Activities on Council Controlled Property. This coverage should indemnify Council against all claims and public liability issues.

Requirements:

- The selling of raffle tickets or setting up of street stalls is restricted to the central business districts in the townships of Forster, Tuncurry, Bulahdelah, Tea Gardens, Hawks Nest and Stroud.
- All other location requests outside of these areas will be considered at the time of application.
- Only two (2) organisations to be booked on any given day in Forster and Tuncurry, with one (1) per day in other centres.
- That a maximum of two (2) street stalls per organisation each month in each shopping centre be allowed.
- Organisations should ensure that they have adequate identification signs displayed.
- All activities must take place from a stationary location and sellers must not approach or interfere with pedestrians or traffic movement.
- Street stalls shall be established in the manner that does not interfere with the pedestrian movement on the footpath. Dimensions of stalls shall be restricted to a total length of not more than 5 metres and should not protrude more than 1.8 metres from the wall of the building and be in a position which will not obstruct public or any adjacent businesses.

These restrictions are necessary to enable the maintenance of reasonable pedestrian thoroughfare and to maintain public safety and public amenity.

Council inspectors make regular inspections of shopping centres to ensure that Charities are operating in accordance with Council's directions. Proof of approval must be shown to Council officers if requested.

All organisations/groups must make application to Council to hold a street stall in accordance with Council's Procedure (PR-ENG-003) – Street Stalls.