

Application for Street Stalls on Public Land or Public Roads

Under Part 9 Roads Act 1993 and / or Section 68
Local Government Act 1993



Your reference no.: _____

Our reference no.: _____

Advice to Applicant

- Please complete this form in ink using BLOCK LETTERS
- Application fee must accompany application (if applicable) – Refer to Councils Fees and Charges available at <http://www.lakemac.com.au/>
- An incomplete application may result in deferral of your application
- Applications for street stalls and related activities requiring the erection of permanent or semi-permanent structures on the public footway will require Development Approval from Council under Section 125 of the Roads Act
- For application of lodgement advice please contact Council's Customer Service Centre on (02) 4921 0333

Note – It is a requirement that stalls that intend to distribute food or beverages undergo a food safety inspection from the relevant Council before lodging this application. The relevant council refers to the Local Government Area in which the business is based. If you need to arrange a food safety inspection, please contact Council's Customer Service Centre on 4921 0333.

Applicant Details If applicant is a company, the ABN number must be provided CSO Checked

Organisation Name		ABN No.
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other		
Primary Contact Person		Position
Postal Address		
Suburb		Post Code
Phone	Fax	Mobile
Email Address		

Location of proposed activities CSO Checked

Details of Proposed Activities CSO Checked

For activities that span multiple dates, please attach a separate sheet indicating times, dates and locations.

Date of Event/Activity	Times Required from _____ to _____
Description of Proposed Activity	

What to include with your application

CSO Checked

Please tick the appropriate boxes

General documentation to be included (all applications)

Certificate of Currency for public liability insurance for \$20 million noting Council as an interested party in relation to personal injury and property damage.

A site plan indicating the exact location of any proposed structures, including stalls, stationary vehicles, tables, chairs, signage and waste receptacles.

Photographs of the site on which the stall or stationary vehicle is intended to operate which indicate proximity to roadways and pedestrian access ways.

Evidence of consent of the business or organisation outside which the stall is to be situated and adjacent businesses (if applicable).

Documentation for stalls serving food and / or drinks

Evidence that the food vending stall has been subject to a food safety inspection by the relevant council within the current financial year. The relevant council refers to the local government area in which the food business is based.

Documentation for stalls intending to fundraise

Evidence of current fundraising license from the Office of Liquor, Gaming and Racing

Applicant Declaration

I declare that all the information I have provided is true and correct:

Applicant Name (please print)	Applicant Signature	Date

Conditions of Approval

Should your application be approved, you must comply with the following conditions:

- (1) Limited to no more than 2 street stalls on any one day on the same footpath street frontage.
- (2) The stall shall not exceed 1.8m x 0.9m in horizontal surface measurements and should be placed in position so as not to cause obstruction to pedestrian or vehicular traffic and shall be placed as near as possible to the property boundary.
- (3) An adequate number of receptacles should be provided for the disposal of litter. Please ensure that all litter arising from the stand or stall is removed and that the footpath is kept free of litter during the period of operating the street stall or stand.
- (4) The name of the organisation must be prominently displayed on the stall, not on the footpath. No other signage is permitted
- (5) Must have the consent of the business or organisation outside which the stall is to be situated and adjacent businesses
- (6) Must be located no closer than 600mm to the back of kerb
- (7) A 2.0 metre wide unobstructed section of footpath is to be maintained at all times from the building façade, adjacent shops or buildings
- (8) Stalls shall only operate between the hours of 8:00am and 8:00pm
- (9) A minimum of 1.2 metres is required between each stall.
- (10) Must not hinder the passage of pedestrians or vehicles or create a nuisance or objectionable noise
- (11) The immediate surrounding area is to be left in a clean and tidy condition and kept clear of hazards

Stalls distributing food and / or drink are subject to the following additional conditions:

- (12) Street stalls involving the selling of food must comply with the requirements of the NSW Food Regulation 2010
- (13) Evidence of current registration and a satisfactory food safety inspection of the food business within the current financial year shall be kept with the on-site at all times. Operators must be able to present their license approval to an authorised Council officer or delegated authority of Council on request.

Stalls intending to fundraise are subject to the following additional conditions:

- (14) Fundraising activities must not be within 5 metres of a bus stop, pedestrian crossing, taxi stand or intersection.
- (15) Must not occur in any area adjacent to an educational establishment or place of public worship or in any park or reserve.
- (16) The activity must not involve marking the footpath or affixing any matter or structure to the footpath paving.
- (17) Collectors may receive voluntary donations from the audience but may not solicit funds.
- (18) The activity must not cause nuisance, offence or obstruction.
- (19) Must not include a public address system or the like.
- (20) Fundraising activities must be conducted in accordance with the Charitable Fundraising Act 1991

Privacy Information: The details provided in this form may contain information that is personal information, which identifies you etc., for the purposes of the Privacy and Personal Information Protection Act. The purpose of collecting this information is to enable the Council to consider matters under related legislation, issue related documentation where requires and other associated matters as provided by law and will be utilized by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons where such access is in accordance with the relevant regulations requirements in this regard. The submission of personal information in this case is required by law and it not provided (wholly or in part) may affect or prevent consideration of the matter by Council. The information will ultimately be stored in Council's records system.

How to lodge this application

<p>Courier or in person:</p> <p>Mail:</p> <p>How to contact us:</p>	<p>Customer Service Centre 126-128 Main Road, Speers Point NSW 2284</p> <p>PO Box 1906 HRMC NSW 2310</p> <p>Phone: (02) 4921 0333 Fax: (02) 4958 7257 council@lakemac.nsw.gov.au www.lakemac.com.au</p>	<p>Fees, charges , contributions and bonds payable are shown in the Schedule of Fees and Charges available on our website and from the Customer Service Centre.</p> <p>Payments can be by cash, cheque, EFTPOS and some credit cards. Do not post cash. It is best to confirm fees before writing in cheques.</p> <p>A dishonored cheque will result in an application being cancelled and payment of a cheque dishonor fee will be required. Acknowledgement of application will be provided upon payment.</p>
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Office Use Only

Fees and Charges	Fee Code	Amount (\$)	Receipt No.	Date	CSO
As per Council Schedule of Fees and Charges					
Application form fully completed <input type="checkbox"/>			Fees Paid <input type="checkbox"/>		
Have all questions been answered <input type="checkbox"/> YES <input type="checkbox"/> NO			Applicant advised of unsatisfactory items and that the application should not be lodged until these minimum requirements have been satisfied. <input type="checkbox"/>		
Owners consent given <input type="checkbox"/>					

Responsible Officer's Comments

Decision: _____

Applicant Advised _____

Responsible Officer's Signature: _____ Date _____