

Bombala Street Stall Application

Use this form to apply for approval to hold a street stall for fundraising or other community activity. The application will be assessed by the Snowy Monaro Regional Council in accordance with *the Local Government Act 1993* and the *Roads Act 1993*

Only organisations with a local committee within the former Bombala Council LGA will be considered

Failure to complete all sections or provide sufficient information/detail may result in your application being returned or its assessment delayed

Applicant Details

Name/Contact		Position	
Organisation		ABN	
Postal Address		Phone (BH)	
Town	State	Postcode	
Email			

Are you a registered charity/not for profit organisation: YES NO

Fundraising Licence Submitted with application: YES NO

s355 Committee: YES NO

Date & Time of Stall – consideration will be given to organisations that held a stall in the preceding year to select the same day in the current year

Date 1:	Date 2:
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Structures to be Utilised by the Stallholder

Tables No. : Chairs No

Sign/Sandwich Board

Barriers

Feather/Teardrop Flags Banner

Activity Description

Street Stall without foodstuff *

*By ticking this box the Applicant acknowledges their obligations to comply with the necessary legislation

Street Stall with foodstuff* - if yes, please provide details (such as packaged/cooked on site etc.):

*By ticking this box the Applicant acknowledges their obligations to comply with the necessary legislation. Refer to item 5 of the Terms & Conditions of this document

<input type="checkbox"/> Raffle* Is a copy of permit attached <input type="checkbox"/> YES <input type="checkbox"/> NO *By ticking this box the Applicant acknowledges their obligations to comply with the necessary legislation. Refer to item 4 of the Terms & Conditions of this document	
Details of Public Liability Insurance (PLI)	
The applicant must have current Public Liability Insurance and provide the Council with a copy of the Certificate of Currency (COC) with a minimum cover of \$20 million. The policy is to note and provide protection for the Snowy Monaro Regional Council as an interested party. PLEASE NOTE: It is a condition of approval that a <i>current</i> COC is provided for each stall date allocated.	
Company Name:	
ABN:	
Email:	
Phone:	
Policy Reference Number:	
Date of Expiry:	
Certificate of Currency Attached <input type="checkbox"/> YES <input type="checkbox"/> NO	
Declaration and Signature of Applicant	
I/We apply for approval for a street stall as described above. I/We am/are aware of the conditions (refers to page three of this application) and declare that all the information given is true and correct	
Applicant Signature	Date
Applicant Signature	Date

For further information or assistance on completing this form please contact Council.

Mail: PO Box 714 COOMA NSW 2630

Phone: 1300 345 345

Email: council@snowymonaro.nsw.gov.au

Web: snowymonaro.nsw.gov.au

Terms & Conditions – Street Stall / Fundraising

1. The Applicant must hold an authorised approval issued by the Snowy Monaro Regional Council
2. The name of the organisation conducting the street stall is to be prominently displayed
3. A current fundraising licence is to be supplied if the applicant is a NSW Registered Charity: <https://www.fairtrading.nsw.gov.au/charitable-fundraising>
4. If your organisation plans to conduct a raffle in conjunction with the street stall, ensure that the raffle complies with the rules and regulations of Liquor, Gaming NSW
<https://www.liquorandgaming.nsw.gov.au>
<https://www.service.nsw.gov.au/transaction/apply-charitable-fundraising-authority>
5. Street stalls selling food will need to comply with the requirements of the Food Standards Code and the NSW Food Act 2003. Please refer to:
https://www.foodauthority.nsw.gov.au/sites/default/files/2021-02/temp_events_guideline.pdf
6. Equipment and displays used must not obstruct public access. The stall must not obstruct the footpath in such a way that pedestrians need to step onto the road to avoid the stall, an access corridor of at least 1.5 metres wide is to be provided.
7. The stall is not to block shop doorways or their advertising signs and if situated close to a shop the permission of the owner/manager/proprietor is to be obtained either by completing the appropriate section of this application, or in writing prior the stall being erected. A copy of this permission must be provided with the application.
8. Loudspeakers/amplification are not be used.
9. Pedestrians and members of the public must not be forced into participating in the stall and be provided with a clear opportunity to either accept or reject items on offer. A refusal must be accepted courteously.
10. Collections are not to be conducted on roadways or median strips and under no circumstances is monies to be collected from a person occupying a motor vehicle while the motor vehicle is being driven on a public street or road, including a motor vehicle which is stopped at traffic lights or at an intersection.
11. The location is to be left in a clean and tidy state by the applicant during and upon departure of the site. Any rubbish generated must be removed by the applicant and must not be placed in Council street litter bins
12. The instructions of Councils officers and the Police are to be strictly adhered to.
13. Council reserves the right to refuse any such application received.
14. Council reserves the right to cancel such permission granted at any time.
15. Council provides approval for fundraising stalls only when sited on Council controlled open spaces or road reserves. Further, only fundraising by cash donation and/or raffles is supported; subscription/direct debit type fundraising is not permitted under this approval.