



**BELLINGEN SHIRE COUNCIL**

**STREET STALL PROTOCOL**

## **STREET STALL PROTOCOL**

<b>Subject:</b>	<b>STREET STALLS</b>
<b>Protocol Title:</b>	<b>STREET STALL PROTOCOL</b>
<b>Date Adopted:</b>	30/09/09
<b>Signed off by:</b>	Director of Corporate Services
<b>Objective:</b>	To record a protocol for the organisation and control of street stalls

### **Protocol:**

#### **1. Application**

- a. Council approval will be granted to “not for profit” organisations in designated appointed commercial areas of the Bellingen Shire Council. These areas will be defined by council.
- b. This protocol does not apply to special events such as community festivals. These events are covered by other policies, protocols and procedures.

#### **2. Application Form**

- a. Section 68 of the *Local Government Act 1993* states that a person may carry out an activity with the prior approval of the council. Therefore, before conducting a street stall, an application (on a council application form), for approval by an organization must be submitted to and approved by council. No application fee applies.
- b. All applications must be accompanied by the organizations current Public Liability Insurance Policy.
- c. Council will advertise for submissions of applications in the second week of November. Approvals to submissions will be granted in December for the ensuing 12 months. Street stall dates are allocated on a first come, first served basis.
- d. If any vacancies exist after processing the first round of applications, additional applications may be considered.

### 3. Allocation of Dates and Location of Stalls

- a. Street Stalls for the Bellingin Shire are restricted to:

TOWN	DAY	LOCATION – Outside of
Bellingin	Friday and Saturday	IGA
Dorrigo	Wednesday & Friday	Tourism Visitors Centre
Urunga	Thursday & Saturday	Crown Property Real Estate, Urunga Pharmacy or McBroom Solicitors

- b. Each organisation is restricted to three (3) street stalls per year.
- c. Only one street stall is permitted on any one of the above days for each town.

### 4. Public Liability Insurance

All organisations who held street stalls are required to hold current Public Liability Insurance (minimum \$10 million Indemnity Insurance).

Council must be provided with this document at the time of booking.

### 5. Enforcement

Any street stall found operating with out Council approval will be advised to cease operation immediately by Councils Ranger or a Council Director.

### 6. Conditions of Approval

The following standard conditions of approval will be imposed on all applicants.

- a. All stalls shall be conducted in such a manner so as to not cause undue obstruction of the footpath. This includes the placement of "A" framed signs.
- b. Stalls shall be located to the rear of the footpath, with a recommended maximum width of 2 meters
- c. All street stall operators are required to hold adequate current Public Liability Insurance (currently \$10 million indemnity insurance). Council shall be provided with proof of insurance at the time of the street stall application.
- d. Street Stalls involving the sale or preparation of food shall comply with Councils adopted Code for Temporary Food Stalls.
- e. This Licence is not transferable and you are asked to notify Council as early as possible in the event of the street stall being cancelled.
- f. It may be necessary for you to obtain an Authority to Fund Raise from the Office of Charities. This is the responsibility of the street stall operators.