

APPLICATION – STREET STALL

Section 139(a) Roads Act 1993

The completed application form and all required attachments must be lodged with Council at least 21 working days prior to the activity. **Council reserves the right to refuse an application that is lodged without sufficient notice.**

1. Details of the Applicant (All correspondence will be forwarded to this name and address only)

Mr Ms Mrs Other

Given name (or A.C.N)

Family name (or Company Name)

Unit/Street No.

Street Name

Suburb

Postcode

Daytime Telephone

Mobile

Email

Contact Person

Applicant Signature

Date

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of providing you with a service. Your personal information will be used by Council staff for the purpose of determining your request. This completed form will be placed on a relevant file and/or saved in Council's electronic records management system. You may apply to Council for access to this information. Requests for correction of your personal information can be made under the *Privacy & Personal Information Protection Act 1998*. Please see Council's Privacy Management Plan or contact the Council's Public Information Officer for more information.

2. The Location

Road Reserve Name

3. Details of Proposed Activity

Name of the Activity:

4. Details of Proposed Activity (Continued)

Date(s) of the Activity: From: To:
Start times: Finish time:
Time required for set up and clean up - Days/hours before the activity:
Days/hours after the activity:

5. The Purpose of the Activity (tick one of the following)

- Community Activity*
- Commercial Temporary Activity **
- Other, please specify

Definition:

*Community Rate must meet the following guidelines:

- Not for profit incorporated body raising money for a registered charity. Letter of support from registered charity and certificate of incorporation to be provided; OR
- Registered as an income tax exempt charity (ITEC) with the ATO, with evidence to be provided.

**Commercial means:

- Any activity that generates income from the use of Council property that is assessed as not meeting the definition of Community Rate as defined above.

6. Description of the Activity (Please provide a description of the activity)

7. Erection of Structures

Do you propose to erect temporary structures on the site?

- No
- Yes - Please contact Customer Service on 4221 6111 for information on Council's requirements for erecting temporary structures, and any additional approvals that may be required.

Description of proposed temporary structures, including dimensions: (e.g. table):

8. Advertising and Signage

Do you propose to use signage to advertise the activity?

- No
- Yes - All enquiries regarding the erection of signage should be referred to the Customer Services on 4221 6111

Description of advertising signage:

9. Site Plan

The plan must show existing infrastructure and proposed setup of the activity on the section of Road Reserve

10. Risk Management and Public Liability

A Risk Management Plan is to be attached to this application. If you need assistance with completing the risk assessment plan please contact Council's Risk Management Officer on 02 4221 6111.

T holder must have public liability insurance with a minimum single claim value of \$AUD 20 million. The insurance for the activity must note the interests of Shellharbour City Council. It must also note the interests of the Crown if the activity is being held on a Council managed Crown reserve.

Please note: Council reserves the right to request more than \$AUD 20 million public liability insurance cover depending on the scale of the activity.

If the applicant or any person or organisation participating in the activity will be employing staff, **Workers Compensation Insurance** must be provided.

Please note: Council reserves the right to request additional, specific insurances for activities considered to be high risk.

11. Declaration

I declare that the information provided on this form is accurate, complete and correct. I declare that I have attached all documentation indicated above. I understand that this application and approval is not guaranteed.

Applicant's Signature:

Date:

12. Fees and Charges

Fees and charges will apply in accordance with Council's adopted Fees and Charges. A copy of Council's fees and charges can be located on Council's webpage www.shellharbour.nsw.gov.au

Please refer to item 4.4 Roads, Permanent Road Closure Application, Street Vending Consent (Section 139A)

Please note: Any payment made via credit card will incur a 0.71% surcharge.

You can lodge your completed application, and attachments, in person at Council's Administration Building, Shellharbour Civic Centre, 76 Cygnet Avenue (Cnr Cygnet & College Avenue) Shellharbour City Centre.

The associated application fee in accordance with Council's Fees and Charges must be paid at the time the application is lodged.

14. Checklist for Customer Service

Application Fee 16/17 \$258 GST Inclusive * Applies for Commercial activity only

Code: 11600 11404 1174 Code 801

Paid by CHEQUE <input type="checkbox"/>	EFT <input type="checkbox"/>	CASH <input type="checkbox"/>
Amount \$	Rec. No	
DATE	Mail <input type="checkbox"/>	Counter <input type="checkbox"/>