

DSC Street Stall Application

This application form and checklist will need to be completed and submitted to the Community Projects Officer at Dungog Shire Council for consideration of approval before a Street Stall can be set up in the Dungog Shire as a regular/casual occurrence. This checklist and accompanying information will assist all organisations to ensure that all Street Stalls are achieved safely through adherence of current Government Legislation.

Please submit this documentation via email to shirecouncil@dungog.nsw.gov.au or alternatively print this form, complete and return to Dungog Shire Council, PO BOX 95, Dungog NSW 2420.

1 .APPLICANT DETAILS

| | |
|-------------------|--|
| Name/Organisation | |
| Address | |
| Email Address | |
| Contact No. | |

2 .DETAILS OF PROPOSED STREET STALL

| | |
|-------------------------|--|
| Proposed Date | |
| Details of Street Stall | |

3. LOCATION

| | |
|---|---|
| <input type="checkbox"/> Dungog Township | <input type="checkbox"/> Dungog Recreational or Community Facility |
| <input type="checkbox"/> Clarence Town Township | <input type="checkbox"/> Clarence Town Recreational or Community Facility |
| <input type="checkbox"/> Martins Creek Village | <input type="checkbox"/> Martins Creek Recreational or Community Facility |
| <input type="checkbox"/> Vacy Township | <input type="checkbox"/> Vacy Recreational or Community Facility |
| <input type="checkbox"/> Gresford Township | <input type="checkbox"/> Gresford Recreational or Community Facility |
| <input type="checkbox"/> Paterson Township | <input type="checkbox"/> Paterson Recreational or Community Facility |
| <input type="checkbox"/> Glen William Village | |
| <input type="checkbox"/> Other _____ | |

4. DOCUMENTS SUBMITTED

| | |
|---|---|
| <input type="checkbox"/> Copy of Certificate of Currency | <input type="checkbox"/> Business owner/manager of facility consent (see below) |
| <input type="checkbox"/> | <input type="checkbox"/> Risk Assessment (as required) |
| <input type="checkbox"/> Food Safety Training Accreditation (as required) | <input type="checkbox"/> Temporary Food Premises Application (if required) |
| <input type="checkbox"/> Other _____ | |

5. SCHEDULE OF CONDITIONS

WELL BEING CHECKLIST

CHECK

COVIDSafe Australia; for the latest official news, updates and advice from the Australian Government please refer to

<https://www.australia.gov.au/>

16.2 COVID-19 and flu guidance and support for people in NSW please refer to

<https://www.nsw.gov.au/covid-19>

- Physical distancing of 1.5m to be encouraged, including within amenities and pedestrian access
- Food Stalls can operate adhering to safe food handling checks and compliance of current legislation
- Have hand sanitiser at key points around the location
- Organisations to have strategies in place to avoid congestion of people in specific areas where possible
- Organisations and participants must vacate the location immediately after the occurrence has concluded
- All surface areas must be wiped down, sanitised and cleaned with anti-bacterial disinfectant, consider removing or replacing difficult to clean surfaces or product (e.g. replace fabric table cloths with wipe able ones)
- Signage must be displayed for public to see including organisation name, these may be made yourself or printed and to include: 1.5m distance where applicable, sanitise your hands, reduce handling goods to minimum (please ask for assistance) and if unwell please stay home
- If garbage bins are required at location ensure garbage is bagged and removed after occurrence has concluded
- Maintain physical distancing and limit interactions with other stallholders, where reasonably practical
- If possible, create a separate entry and exit points with signage to indicate directions.

6. 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

6. CONDITIONS OF APPROVAL

(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 pedestrian crossing, disable carpark 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.

7. BUSINESS PROPRIETOR'S CONSENT TO PROPOSED STREET STALL

Proprietor / Organisation

Contact Name

Address

Email address

Contact Number

I / we have no objections to the proposed street stall detailed within this application.

Signature

Date:

8. DECLARATION

- ▶ *I declare (as a representative of the above organisation) that I have read and understood the Schedule of Conditions*
- ▶ *I declare (as a representative of the above organisation) that I will adhere to the directions issued by the relevant State and Local Organisations.*
- ▶ *I declare (as a representative of the above organisation) that I will comply with Public Health Orders enforced from the NSW Government.*
- ▶ *I agree (as a representative of the above organisation) to comply with the Schedule of Conditions set by Council and act upon all reasonable direction from any officer of Council or representative appointed by Council.*

Applicant
Management/Organisation
Committee Endorsement
Signature:

Date:

OFFICE USE ONLY

Dungog Shire Council
Approval:

Date:

CONTACT DETAILS

Address: 198 Dowling Street, Dungog NSW 2420
Postal Address: PO Box 95 Dungog NSW 2420
Telephone: 02 4995 7777
Email: shirecouncil@dungog.nsw.gov.au
Website: www.dungog.nsw.gov.au