

| Document Name       | Document Version Number | Review Date |
|---------------------|-------------------------|-------------|
| Street Stall Policy | 1.0.3                   | July 2018   |
| Date Adopted        | Minute Number           | Status      |
| 20 July 2016        | 4426                    | Revised     |

### Purpose

The purpose of this policy is to give clear guidelines as to Council's requirements and expectations for the use of public footpath areas for activities such as street stalls, raffle ticket selling and door knock appeals.

This policy will ensure that such activities do not adversely impact on residents or business operators, whilst at the same time providing an equitable fundraising opportunity for all appropriate organisations.

### Scope

This policy applies to all fundraising street stalls, raffle ticket selling and door knock appeals conducted within Greater Hume Shire Council.

### Definitions

Nil, at time of adoption.

### Policy Content

All fundraising activities in public places require prior approval from Council and the following conditions apply:

- Council will only consider applications under this policy from local not-for-profit organisations, local charitable institutions or local sporting clubs or associations located within the Greater Hume Shire Council area.
- Approval will not be given to commercial organisations or individuals whose express purpose is for profit or personal gain – 100% of funds collected must go to the community/charitable organisation. At Council's request, applicants must provide details that clearly show who will benefit from the proceeds of the fundraising activity.
- All applications for fundraising activities shall be submitted on Council's "Application to Conduct a Street Stall" form at least 14 days prior to the proposed date of the activity and must indicate the times required.
- Any organisation using a public footpath must keep effective public liability insurance cover for a minimum of \$20 million which indemnifies the organisation conducting the fundraising activity.
- Evidence of the public liability insurance cover must be provided with every application.
- Only one fundraising activity to be held per day, within each town/village, no raffles and/or ticket selling may be conducted on a public footpath by another organisation on the same day as an approved street stall.

- Fundraising activities will be limited to each Thursday, Friday and Saturday. Each organisation shall be granted five (5) street stall bookings in any one calendar year for either raffle sales and/or the sale of products. Further stalls may be granted if the dates requested are available and may be booked no more than 14 days in advance.
- If displaying a vehicle to be raffled or displaying a raffle prize on a vehicle or trailer, the vehicle/trailer on which the prize is positioned must be registered.
- Permission should be obtained from the relevant shop-owner(s) prior to setting up display stands, tables etc. outside their business premises.
- A street stall display shall be located to ensure that a minimum of 1.8 metres width from the kerb line of the footpath is left available for pedestrian traffic.
- No amplified speech or noise is to be used for fundraising activities.
- Applications for other fundraising activities e.g. door knock appeals, will be considered on application and may be approved by the General Manager provided the proposed activity is consistent with the general provisions of this policy.
- Collectors for charitable collections shall wear appropriate identification indicating the organisation they represent and must make documentation available for inspection at any time.
- A permit may be varied or cancelled by the Council on receipt of complaints regarding the conduct of stallholders or collectors.

Exceptions to the above provisions may be made by Council depending on the circumstances involved.

### **Links to Policy**

Footway Dining & Temporary Structures on the Footway Policy

### **Links to Procedure**

Footway Dining & Temporary Structures on the Footway Procedures

### **Links to Forms**

Street Stall, Raffle, Door Knock Application

### **References**

Nil

### **Responsibility**

Engineering Department

### **Document Author**

Manager Corporate Services

### **Relevant Legislation**

Local Government Act 1993

Roads Act 1993

### Associated Records

Nil.