

USING THIS APPLICATION FORM

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

Once completed, you can submit this form by email: info@maitland.nsw.gov.au ; by mail to Maitland City Council PO Box 220, Maitland NSW 2320 or in person at 263 High Street, Maitland.

This application will not be processed without minimum documentation required as listed in PART 3 of this application form.

Type of application (X)	New	Amendment to existing approval:	Approval number
-------------------------	-----	---------------------------------	-----------------

PART 1) APPLICANT DETAILS

Applicant:			
Applicant address:			
Street, Suburb & Post Code			
Contact name:			
Phone number:		Mobile:	
Fax:		Email:	
Does the activity involve fundraising?		Yes	No
Are you a registered not-for-profit organisation?		Yes	No
Organisation representing:			
If applicant is a company, provide ABN:			

PART 2) ACTIVITY DETAILS

What is the activity?

E.g. raffle tickets, sale of foodstuffs

Where is the activity located?

Is this activity located directly outside of a business?

Yes No

If yes, requires consent from business owner at Part 5

When is the activity expected to operate?

Activity start date:

Activity finish date:

STREET STALL APPLICATION

PART 3) DOCUMENTS SUBMITTED WITH APPLICATION

MINIMUM DOCUMENTS TO BE SUBMITTED				Submitted with application	
Site Plan Provide details of the location of the street stall with measurements.				Yes	No
Public Risk Insurance Policy Certificate of Currency				Yes	No
Insurer:					
Public Risk Insurance Policy Certificate of Currency:		Start date:		Expiry date:	
ADDITIONAL DOCUMENTS				Submitted with application	
Fundraising licence <i>Fundraising licence required to be submitted when applying for this type of activity.</i>				Yes	No NA

PART 4) DECLARATION

I acknowledge, on behalf of the organisation, the General Conditions For Street Stalls (page 4) and agree to abide to the Conditions in the conduct of this activity. I further acknowledge that a breach of conditions by any volunteer in relation to a street stall will result in the withdrawal of approval to operate.

Applicant signature:		Date:	
Print name:			
Privacy Statement: Maitland City Council complies with the Privacy Code of Practice for Local Government in dealing with all personal information that is required to be supplied when an applicant completes this application. However, some of the personal information which is set out in this form will become part of the public records which Council is required to keep pursuant to the Local Government Act. This information may be divulged to others in accordance with the provisions of this Act. Furthermore Council may be required to divulge some personal information pursuant to the GIPA Act 2009.			

PART 5) SHOP OWNER'S/BUSINESS OPERATOR'S CONSENT *

I hereby give permission for the abovementioned organisation to have a stall situated in front of my premises on the date as printed on this application form (also see attachment if necessary).

Address of premises:	
Name of shop owner/ business operator:	
Signature of shop owner/ business operator:	

* where proposed activity is in front of business

STREET STALL APPLICATION

FEES AND CHARGES	REFERENCE	2023/24
Application for street stall and related activity		\$0.00 (incl. GST)

CONTACT US	
MAIL:	263 High Street PO Box 220 Maitland NSW 2320 DX21613
IN PERSON:	Administration Building Opening Hours: Monday - Thursday 8.30am- 5:00pm (Cashier Hours 8.30am- 4.30pm) Friday 8.30am - 4.30pm (Cashier Hours 8.30am- 4.00pm)
PHONE:	t 02 4934 9700 (Available 24 hours a day, 7 days a week) f 02 4933 3209
WEBSITE:	maitland.nsw.gov.au

OFFICE USE ONLY				
APPLICATION No.:				
ASSESSMENT TEAM:	Transport & Infrastructure Team, Maitland City Council			
FEE:	(T)	DATE:		RECEIPT No.:
** FEES AND CHARGES PAYABLE INTO:	Not applicable			

STREET STALL APPLICATION

GENERAL CONDITIONS FOR STREET STALLS

1. The Applicant must hold an authorised approval issued by Maitland City Council. The applicant must carry this approval at all times and produce it on demand by an authorised Council officer or officer of the NSW Police.
2. The name of the organisation conducting the street stall to be prominently displayed. Council must be informed if you intend to display any other signs including warning and advertising signs.
3. The organisation is to present Council prior to the event a Certificate of Currency for Public Liability /Products Liability Insurance with indemnity of not less than \$20 million on any one occurrence extended to indemnify Council.
4. A current fundraising licence if the Applicant is a New South Wales registered charity.
5. Applicants must operate in the designated location and must not duly interfere with pedestrians or cause undue obstructions to traders. There must be no hindrance to the flow of pedestrian traffic.
6. Where the activity is located outside a business, that consultation is made with the business to temporarily set up at the front of their shop and ensure you are not competing with any other businesses in that particular commercial precinct.
7. The table or stools shall not exceed 2.4 metres (eight feet) in length and any displays adjacent shop windows should not be affected by the street stall and doorways of shops must not be obstructed.
8. Street stalls in Lawes Street East Maitland must not be positioned within the vicinity of the Village Walk Area.
9. Stallholders should leave the area in a clean and litter-free condition or not use amplified speech or noise to canvas members of the public.

SPECIFIC CONDITIONS: FOOD STALLS

1. Food items displayed and sold under this policy must comply with the Food Act 2003. Information relating to selling food for a fundraising event can be found at the NSW Food Authority website.
2. Foods should be stored off the ground and be adequately protected from direct sunlight, dust, flies, and animals.
3. All foods to be sealed with plastic wrap and contain labels stating the name and address of the person who made it, together with a list of major ingredients.
4. Any cakes containing cream be stored in a cool place to prevent deterioration.

CENTRE MANAGEMENT APPROVAL

Where the activity is planned at any of the listed areas below, approval from the relevant centre management is required:

1. Maitland Riverside Plaza marketing@pantherapropertygroup.com or 0421 434 987
2. Pender Place Shopping Centre, Pender Place Management, PO Box 261, Waratah 2298 or 0412 688 048
3. Stockland Greenhills, Centre Management, Molly Morgan Drive, East Maitland 2323 or 4933 2799
4. Rutherford Market Place, Centre Management on 4332 2255 or rutherfordmarketplace@charterhall.com.au