

## Holding a Public Place Activity Street Stall

Subordinate Local Law 1.14 (Undertaking Regulated Activities on  
Local Government Controlled Areas and Roads) 2011

**Collection Notice:** Council requires the personal information requested on this form for the purpose of assessing your application and administering licenses and approvals in the region. The information will not be disclosed to any other party unless required by law.

### Applicant details

Registered non-profit organisation name:
Incorporate Association number:

OFFICE USE ONLY

### Applicant contact details

☐ Organisation ☐ Private

Contact person:	Position:	
Postal address:		
Locality/ Suburb:	State:	Postcode:
Phone:	Mobile:	
Fax:	Email:	

### Public Place Activity details

Proposed location/s:	
Nature of activity (e.g. sausage sizzle, raffles, cake stall, etc.):	
Proposed date/s (please ensure all dates are covered within the period of your public liability insurance):	
Start time of activity:	am/pm
Finish time of activity:	am/pm
Advertising signs details (e.g. size, location and method of installation):	
On site waste disposal methods and facilities details:	

### Public Liability Insurance

Please attach a copy of your organisation's Broadform Public Liability Insurance Certificate of Currency. The sum insured is to be a minimum of \$20 million and must note the interests of Somerset Regional Council. Note: Applications submitted without their Broadform Public Liability Insurance Certificate of Currency will not be processed until it has been received.

### Amendments (if applicable)

Provide details of proposed amendments and plans (if required)

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### Plan

For footpath events, please complete the site plan below. If the activity is for a park or other local government controlled area, please attach a site plan.

On the diagram below, clearly identify:

- What is the total width of the footpath?
- What types of obstructions are presently on the footpath? (power pole, street bin, parking meter etc.)
- The preferred location of the proposed stall and area required
  - .....m<sup>2</sup> each
  - .....m<sup>2</sup> each
- A clear path of no less than 2 meters is to be provided for pedestrian access at all times.

Road				
Kerb				
				Footpath ↗
	Footpath ↙			
		Business Premises Name		

### Declarations

I/ We declare that I/ we have the authority to sign on behalf of the company or registered organisation, or as an individual and that the information provided in this application to be true and correct.

I / We hereby agree to indemnify Somerset Regional Council against all claims made in relation to actions in using the footpath and agree to sign the necessary forms upon receipt, and I / we have a policy of public liability for which details are provided.

Signature of applicant:

Date:        /        /

### Attachments for applications

Item	Yes	No	N/A
1. Broadform Public Liability insurance certificate of currency with a minimum cover of \$20 million and notes the interests of Somerset Regional Council.			
2. Site plan for any other activity that is not a fundraising street stall including but not limited to the following site features; number and location of stalls, locations of waste disposal facilities, parking areas, size and locations of proposed signage, distance to amenities, and surrounding landscape features (roadways, parks, property boundaries).			
3. A statement addressing the additional criteria for granting an approval as contained in the authorising local law (attached).			