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## I. CORPORATE SERVICES & GOVERNANCE

### I.32 STREET STALL & FUNDRAISING ACTIVITIES POLICY

## **1. Purpose**

- 1.1 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 doorknock appeals.
- 1.2 This Policy will ensure that such activities do not adversely impact on residents or business operators, whilst at the same time provides an equitable opportunity for fundraising for all appropriate organisations.

## **2. General Conditions**

- 2.1 Council will only consider applications under this policy from local not-for-profit organisations, local charitable institutions or local sporting clubs or associations.
- 2.2 Any organisation using a Public Footpath must keep effective public liability insurance cover for a minimum of \$10 million which indemnifies the organisation conducting the fundraising activity and Cowra Shire Council against any claims for injury to person, or damage to property as a result of the fundraising activity.
- 2.3 Evidence of the public liability insurance cover must be provided with every application.

## **3. Street Stalls**

- 3.1 Only one fundraising activity per day.
- 3.2 Applications are to be made on the prescribed Council form.
- 3.3 Allocation of dates will be made following the calling of applications in September each year.
- 3.4 Where two (2) or more organisations request the same date, a ballot will be conducted by the General Manager to determine the successful applicant.

## 1.32 STREET STALL & FUNDRAISING ACTIVITIES POLICY

- 3.5 No organisation will be granted permission to hold more than one (1) street stall unless every other applicant replying by the relevant date has been allocated at least one (1) street stall day and no organisation will be allocated a third date until all organisations seeking a second date have had their requests met.
- 3.6 If more than three dates are requested by an organisation the fourth and subsequent requests will only be confirmed 14 days prior to the requested date(s)
- 3.7 Where two (2) or more organisations request more than one date and there remain days available the General Manger will conduct a ballot(s) to determine the successful applicant(s).
- 3.8 Permission must be obtained from the relevant shop-owner(s) prior to setting up displays stands, tables etc. outside their business premises.
- 3.9 Furniture, items and signs may only be placed on a footpath where the footpath has a minimum width of three (3) metres. A minimum width of 2.5 metres of footpath must be kept free for pedestrian movement at all times.
- 3.10 Any structures placed on the footpath must be secure and stable.

### **4. Raffle Tickets**

- 4.1 No raffles and/or ticket selling may be conducted on a public footpath on the same day as an approved street stall but such activities may be permitted on any other day provided their conduct makes no obstruction on the footpath to pedestrians.
- 4.2 Applications must be made in writing at least 14 days prior to the proposed date of the activity.

### **5. Displaying of Vehicles**

- 5.1 If displaying a vehicle to be raffled, trade or registration plates must be displayed or alternatively the vehicle must be on a registered trailer.
- 5.2 Prior notice of such displays must be given to council's Ordinance Officer.
- 5.3 Applications must be made in writing at least 14 days prior to the proposed date of the activity and must indicate the times required.

### **6. Other Applications**

- 6.1 Applications for other fundraising activities eg. Doorknock 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.



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## Application for Street Stalls/Sale of Raffle Tickets

<b>Contact Person:</b>	Mr/Mrs/Ms/Miss		
Position:	.....		
Organisation:	.....		
Address:	.....		
Telephone No [day time]:	.....	Fax No:	.....
Email Address:	.....		
Signature :	.....	Date:	.....

<b>Insurance:</b>	Copy of current public liability insurance cover for a minimum of \$10 million indemnifying applicant organisation against claims for injury to person or damage to property <b>must accompany this application.</b>
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<b>Event/Activities:</b>	.....
[eg. street stall, raffle, National Fundraiser]	.....

<b>Date/s Required:</b>	..... 2007	..... 2007	..... 2007
	..... 2007	..... 2007	..... 2007

<b>Structures:</b>	.....
[Items to be set up eg. table, sign, display of car]	.....

<b>Location:</b>	.....
[of Structures]	.....

<b>Shop-owner Approval:</b>	Permission is given for the above organisation to conduct street stall/s outside our business premises on the above requested dates.
Signature :	..... Date: .....
Name:	.....
Business Name:	.....

<b>Before Submitting your form</b> please check you have:-
<ul style="list-style-type: none"> <li>Attached your organisation's insurance policy</li> <li>The shop-owner has signed the form</li> </ul>

<b>Office Use:</b>	
<b>COWRA SHIRE COUNCIL</b>	
DATE: .....	
Doc No: .....	
File No: S.10	
Ack Letter:      Y      N	
Referred to:	
Action	Info
MLP	.....
.....	.....
.....	.....
<b>Tentative / Declined / Approved</b>	
Date/s Allocated: .....	
Insure Exp: .....	
Insurance Location: .....	
Permission Received: .....	
Confirmed: .....	
Other: .....	