

APPLICATION FOR STREET STALL

SALE OF RAFFLE TICKETS/APPEALS



Port Augusta

CITY COUNCIL

Please complete this form in **BLOCK LETTERS** and return to:

PROCUREMENT & CONTRACTS OFFICER

PORT AUGUSTA CITY COUNCIL

4 Mackay Street, PORT AUGUSTA SA 5700

Phone: (08) 8641 9100 / Email: admin@portaugusta.sa.gov.au

Please ensure that the application form is completed entirely and all requested documentation is attached to avoid delays in processing your application. This application form is to be lodged at least three working days prior to the event.

Part 1 – Contact Details

Contact Person:

Organisation:

Position:

Address: (Unit/House) (Street)

Address: (Suburb & Post Code)

Phone:

Email:

Applicants Signature:

Date:

Part 2 – Event/Activities

Type of Activity [Eg. Street stall, raffle, National fundraiser]:

Date Required:

Times Required:

Structures [Items to be set up Eg. Table, sign, display]:

Location:

Part 3 – Shop Owner Approval

Permission is given for the above organisation to conduct street stall/s outside our business premises on the dates requested as outlined above:

Business Name:

Contact Person/Manager/Business Owner:

Signature:

Date:

Insurance: 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 must accompany this application.

COVID-19 – Important Information

It is recommended that the following detail is attended to whilst operating your stall:

- Hand Sanitiser available for use prior to handling items, eg pens
- Disinfectant Wipes available to wipe surfaces and items after use, eg. table surface, pens, etc.
- Visible signage to notify that all names and contact details will be kept for a minimum of 3 months for reporting to relevant authorities should an case be recorded relating to this activity.

Before Submitting your form please check you have: -

- Attached your organisation's insurance policy
- The shop-owner has signed the form
- Food Business Notification form completed [if selling food]

Conditions of Permit

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder shall take out and keep current a Public Risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of Ten Million Dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
5. The permit is not transferable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. This application form must be completed and provide details indicating that the relevant business adjacent to where the activity is proposed to be undertaken, have no objections to this type of activity.
8. Only one fundraising street stall and only one advisory/consultation type street stall per day will be permitted.
9. The footpath area is not to be obstructed. It is necessary to maintain clear pedestrian pathways of 1.8m width along the building façade to ensure safety, consistency and legibility for the vision and mobility impaired.
10. No damage is to be caused to plants, flowerbeds, structures or improvements located within the vicinity of the street stall type activity.
11. Street stall type activities must not obstruct entrances to businesses, or hinder any persons.
12. No food or drink, other than those nominated on page 1 of this application, will be offered for sale by the permit holder.
13. No alcohol to be served, unless a Limited Liquor Licence has been approved.
14. No music system or amplified sound, other than those specified on page 1 of this application, is to be used by the permit holder without the prior approval of Council.
15. Stalls and exhibitor sites will be allocated by the Event Coordinator and sites can only be altered by liaison the Coordinator.
16. The permit holder shall ensure that site/s covered by this permit are left clean and tidy condition at the end of the event. All rubbish and other material must be removed. Council street bins are not to be used to dispose of rubbish from this type of activity. Failure to do so may result in cleaning fees being charged.
17. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
18. The applicants may be requested to rearranged or remove the street stall if valid complaints are received, or for non-compliance with Council's policy.
19. The permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance. The decision of Council will be final.
20. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this permit, authorised by Council, has been returned to you.

Should you have any queries, please contact Council on: (08) 8641 9100 or email: admin@portaugusta.sa.gov.au

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

Signed for and on behalf of the permit holder

Name: _____ Date: _____
Position: _____ Signature: _____

COUNCIL AUTHORISATION

Permit Number/Record Number:

File Number:

Insurance: ☐ Yes ☐ No

Approved: ☐ Yes ☐ No

Signature:

Date: