

Street Stall/Fundraising Application

OFFICE USE ONLY

Reference No. _____

About this form

This application is a Street Stall or Fundraising on council properties.

Applicant details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name: _____ Family Name: _____

Club/Association/Company/organisation name (if applicable) _____

Suburb: _____ State: _____ Post Code: _____

Email Address: _____

Daytime Telephone No. (Business): _____ Mobile No: _____

Booking Contact Details

Type of Activity: ☐ Fundraising ☐ Street Stall

Location of Stall: _____

Date: ____/____/____ From: ____ am/pm To: ____ am/pm

Number of People: _____

Proposed Activity: _____

Supporting Documentation

Mandatory Documents Checklist	Applicant	Office Use	
	Yes	Yes	No
1. Public Liability Insurance for \$20Million with Bayside Council noted as an interested party.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If your street stall is for fundraising purposes, you must provide one or both of the following:			
2.1. Charitable Fundraising Number (CFN) *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2. Copy of your Certificate of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Site Plan of the proposed area showing location of proposed chairs/tables must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If stall is to be placed outside a business, written Approval from the Business Proprietor must be attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If you are fundraising on behalf of a registered charity, you must also provide a Letter of Authority to Fundraise from that charity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*obtained from the Office of Liquor, Gaming and Racing, or email charity.inquiries@olgr.nsw.gov.au contact number 02 9995-0666

Postal address
PO Box 21, Rockdale NSW 2216
ABN 80 690 785 443

Bayside Customer Service Centres
Rockdale Library, 444-446 Princes Highway, Rockdale
Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

W www.bayside.nsw.gov.au
T 1300 581 299

Fees

Street Promotions/Street Stalls	\$120.00	Per Application
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Terms & Conditions – Street Stall/Fundraising

1. All Charitable Fundraisers must comply with the Charitable Fundraising Act by applying for an authority to fundraise. There are exceptions to this, which are listed in the Act or can be clarified by the Chief Secretary's Department, New South Wales Government.
2. If your organisation plans to conduct a raffle in conjunction with the street stall, you should ensure that the raffle complies with the rules and regulations of the Office of Liquor, Gaming and Racing (02) 9995 0300 or <http://www.olgr.nsw.gov.au>.
3. Permission shall be granted to one organisation only to conduct an appeal in any one suburb on any one date.
4. Only one (1) trestle table or two (2) small tables with a maximum of two (2) chairs are to be used at any stall. These items must not obstruct public access.
5. The stall must not obstruct the footpath in such a way that pedestrians have to step onto the road to avoid the stall, an access corridor of at least 1.2 metres wide is to be provided.
6. The stall is not to block shop doorways or their advertising signs and if situated close to a shop the permission of the owner/manager/proprietor is to be obtained in writing prior the stall being erected. A copy of this permission must be provided if requested.
7. Loudspeakers shall not be used in connection with the appeal.
8. Pedestrians and members of the public must not be forced into participating in the stall and be provided with a clear opportunity to either accept or reject the offer. A refusal must be accepted courteously.
9. Collections are not to be conducted on roadways or median strips and under no circumstances is monies to be collected from a person occupying a motor vehicle while the motor vehicle is being driven on a public street or road, including a motor vehicle which is stopped at traffic lights or at an intersection.
10. The instructions of Council's Inspectors, officers and the Police are to be strictly adhered to.
11. Council reserves the right to refuse any such application received.
12. Council reserves the right to cancel such permission granted at any time.
13. Council provides permits for fundraising by cash donation and raffles only on Council open spaces and streets. No direct debit fundraising is permitted.
14. Any street stall selling food will need to comply with the requirements of the [FSANZ Food Standards Code](#), [Food Act 2003](#) and [Foods Regulations 2004](#) which may apply to these types of operations. Please refer to the "Temporary Food Premises Code" booklet attached.

Declaration

- I declare that the information given is true and correct
- I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested.
- I have read the above Terms and Conditions and agree to abide by them.
- A valid permit will not be issued until all fees and charges have been paid.

Applicant's Signature		Date		/		/	
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How to lodge this application

You can lodge your completed application form and any required supporting documents:

In person

At any of Council's Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

By email

By email to council@bayside.nsw.gov.au.

Payment is made online via BPAY or BPoint with debit or cred cards (Visa and Mastercards). Payments made using a credit card will incur a service fee of 0.5% (GST exempt) or 0.55% (inc GST) depending on the fee being paid.

Privacy notification

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council. Members of the public will not be provided with access to the personal details contained on this form.

OFFICE USE ONLY

Receipt No	Date	\$
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