



Environmental and Customer Services

Ranger Services

Guidelines for Booking Street Stalls

Guidelines for Booking Street Stalls in the Blue Mountains

Council's Guidelines have been introduced to provide an opportunity for local community and voluntary organisations to raise funds by holding street stalls at approved locations and dates.

The adverse local community reaction to the occasional aggressive approach of street collector/s working for private companies who are soliciting donations from pedestrians has resulted in the decision to confine approval for street stalls to local community and charitable organisations.

Consequently an approval to operate a street stall will be conditional upon the stall being manned by volunteers and therefore only applications from locally based community organisations will be favourably considered.

Making a booking

When you are ready to book it is best to contact Council's street stall booking officer to check for availability in the first instance on 4780 5531.

The booking request will then need to be confirmed in writing and is to clearly indicate the purpose of the stall and the activity to be carried out as well as the organisations name and dates and location requested.

Upon receipt of the written request for a street stall, Council will assess the request and if it complies with the guidelines an approval to operate the street stall will be sent.

Please Note: Your written request for a street stall booking will need to reach Council at least 14 days before the requested date of your stall to ensure Council has enough time to assess and post your approval to operate the street stall.

Booking criteria

Applications for a street stall can be made up to 3 months in advance from the current date and at intervals of once a month in any one town.

Any booking made in consecutive months in any one town must have an interval of 4 weeks between bookings.

Frequency of stalls

One stall per town per day will be permitted with the exception of Springwood and Katoomba where 2 stalls will be permitted (one on each side of the main street).

Stalls can be booked for any of the towns in the Blue Mountains on Council's footpath in the shopping areas of each town.

Council is not able to book stalls outside K-Mart, the Civic Centre arcade in Katoomba, inside Blaxland shopping arcade, Springwood bakery arcade or at Winmalee shopping areas as these locations are privately owned.

Approval to whom

Approval will only be granted to bona fide non-profit community groups and charity organisations. Council will not grant approval to organisations or companies who hire paid operators to solicit donations from pedestrians.

Permission from proprietor

You are to ensure that you obtain permission from the proprietor of the premises outside which you wish to conduct the stall.

A copy of written confirmation of permission from the proprietor will need to accompany your written request for a street stall. (use form attached)

Current Liability Insurance

Attach a copy of the organisations Current Liability Insurance Policy with your application.

If you are conducting a fundraising activity

A copy of your "Authority to fundraise for charitable purposes" will need to be submitted with the street stall application if you are conducting any charitable fundraising appeal.

A fundraising appeal is defined as "the soliciting or receiving of any money, property or other benefit from the public and the appeal is for a charitable purpose for relief of financial hardship, the advancement of education or religion or any other charitable purpose for the benefit of the community. The appeal may take the form of donations, sponsorship, lotteries or competitions or the sale or supply of goods or services.

An "Authority to Fundraise" can be obtained by contacting the department of Gaming and Racing on 02 9995 0300 or www.olgr.nsw.gov.au and following the charities link.

If you are conducting a raffle

If your organisation plans to conduct a raffle in conjunction with the stall, you should ensure that the raffle complies with the rules and regulations of the Department of Gaming and Racing (02 9995 0300 or www.olgr.nsw.gov.au)

Generally, a permit is not required to conduct a raffle for non-profit organisation, providing the retail value of prizes does not exceed \$25,000, money prizes are no more than \$5,000 and spending money with a travel prize is capped at 20% of the value of the prize. All tickets must be numbered consecutively.

Stalls Selling Food

Any stall selling food (eg sausage sizzle or cake stall) will need to comply with the requirement of the food regulations.

Information about this can be found on Councils website or Council's office in the brochure "Food Safety and Hygiene Guidelines for Charity and Community Groups"

<http://www.bmcc.nsw.gov.au/index.cfm?L1=1&L2=556&L3=825&L4=831>



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APPROVAL FROM PROPRIETOR
FOR HOLDING A STREET STALL OUTSIDE PREMISES
(subject to Council approval)

Date:

I give permission for the organization:

to set up a street stall outside my premises (name & address of premises)

on (date) _____

Name:

Signed:

Shop owner / proprietor

Forward to:
Blue Mountains City Council
Ranger Services
Locked Bag 1005
KATOOMBA NSW 2780
Facsimile: 02 4780 5718

Further information:
Blue Mountains City Council
Ranger Services
Telephone: 02 4780 5531
www.bmcc.nsw.nsw.gov.au