



Policy

02

STREET STALL POLICY

Strategic Outcome:	Supported and engaged communities	
Policy type	Administrative	
Date of Adoption:	21 September 2022	Minute Number:
Date for Review:	16 September 2026	
Responsible Officer:	Director Corporate Services	
Document Control:	Replaces the Street Stall Policy adopted 16 November 2016	
Delivery Program Link:	3.1.3 Strengthen the inclusiveness and accessibility of our community	

1. POLICY STATEMENT

To ensure the orderly and equitable operation of street stalls in each of the towns in Berrigan Shire, the Council allocates available times and dates to various not for profit community groups.

The Council has a role in regulating street stalls to ensure:

- access for pedestrians is not unduly impeded;
- local traders are not unduly inconvenienced; and
- all groups wishing to hold a street stall are given an equal opportunity

2. PURPOSE

The policy is designed to regulate and equitably share the space made available for local community groups to operate street stalls in each of the towns in Berrigan Shire.

3. SCOPE

This policy applies to all organisations wishing to hold a street stall on Council-controlled land

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 3.1.3

Strengthen the inclusiveness and accessibility of our community



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5. DEFINITIONS

Street Stall: A **street stall** is a temporary stall or stand operating in the open, generally selling a range of small items and/or raffle tickets. They are generally run for the purpose of raising funds for community activities and other charitable reasons.

6. POLICY IMPLEMENTATION

6.1 Eligibility

Only organisations operating for charitable or community purposes will be allocated a street stall date.

The Council will not provide street stall dates to individuals or to private businesses.

No organisation will be allocated more than 3 street stall dates per calendar year.

6.2 Applications

The Council will seek applications for street stall dates annually.

The Council will notify the public via local newspapers when it is accepting applications for the coming year. A similar notice will appear on the Council website and social media outlets.

Applications for street stall dates will close on 31 January annually to allow time for the Council to prepare and distribute advice of approved dates.

Applications received should contain the following information

- Completed application form
- Name of the organisation
- Contact name and daytime contact details
- Current Certificate of Currency of the organisation's Public Liability Insurance for \$20 million
- Preferred dates (please provide a range of dates, in order of preference)
- Rough outline of activity planned – e.g., "wood raffle and cake stall"

6.3 Allocation

The Council will allocate dates to eligible organisations on a "first come, first served" basis.

An alternative date will be allocated to any organisation subsequently requesting a date already booked. The Council will attempt to take into account any preferences listed in the application.

Additional stalls for special appeals for disaster relief, e.g., a natural disaster such as a fire, flood etc., will be considered with a completed application form and current Certificate of Currency of the organisation's Public Liability insurance for \$20 million.



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6.4 Designated Locations

The preferred locations for street stalls are as follows:

Barooga	Outside the former IGA on Vermont Street.
Berrigan	Outside the IGA on Chanter Street.
Finley	Outside the Newsagency on Murray Street.
Tocumwal	Outside the Supermarket on Deniliquin Street

Alternative locations will be considered by the Council upon request.

6.5 Operation

The stall must be conducted at the agreed site.

The organisation must meet the requirements of the Council's Outdoor Dining and Footpath Trading Policy. The Council may, at its discretion, impose further requirements over and above that policy if deemed necessary.

Street stall operators should consider their legal responsibilities to their volunteers and the public while operating their stall. If any food is sold under the definition of the *Food Act 2003* to the public for sale or gain the applicable provisions in the food safety standards code will apply.

Finley, Barooga and Tocumwal Street Stalls are allocated a three-day period per booking – Monday, Tuesday and Wednesday or Thursday, Friday and Saturday. This window is given to allow for poor weather, you are requested to hold the stall on only one day of this three-day period. Berrigan Street Stalls are to be booked on Fridays only.

Berrigan is permitted one stall only per week (on a Friday). No more than two street stalls will be allocated for Tocumwal, Finley or Barooga per week.

Switching or swapping of dates with other organisations is permitted subject to:

- concurrence of both organisations in writing to Council; and
- sufficient notice being given to the Council

Committees are not permitted to have consecutive stalls. Stalls must be distributed throughout the calendar year.

6.5.1 Exceptions and variations

The Council may consider variations and/or exceptions from the requirements of this policy. Requests for variations must be made in writing.

The Customer Service Coordinator will determine these applications after consultation with relevant Council staff.



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7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Local Government Act 1993*
- Roads Act 1993
- Food Act 2003
- Environmental Planning and Assessment Act 1979

7.2 Council policies and guidelines

- Berrigan Shire Council Code of Conduct
- Risk Management Policy and Framework
- Outdoor Dining and Footpath Trading Policy

8. RECORDS MANAGEMENT

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

9. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

10. DOCUMENT AVAILABILITY

A number of legislative instruments require Councils to have the policy available for inspection at Council's principal office (i.e. Policies made under Part 3, of the Local Government Act 1993). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

Berrigan Shire Council



Policy

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11. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
1.0	07.09.2022	New Policy document	Matt Hansen
1.1	21.09.2022	Minor review - formatting	Nikki Arnold

APPENDICES

Nil