

# STREET APPEAL AND OTHER ACTIVITIES REQUIRING A LICENCE ON SHIRE PROPERTY

(FDRS027)



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY- FRIDAY

*Determined by Public Places and Local Government Property Local Law 2016 – Part 3.1*

If you are intending to set up a street appeal such as busking, cake stall, wood raffle or pop up shop, on the Shire of Narrogin road reserve (footpath), you will require approval from the Shire to do so.

Please use this form to submit your request for approval.

## APPLICANT DETAILS

Name of applicant			
Name of company/organisation (if applicable)			
Mailing address			
Suburb		Postcode	
Telephone No		Mobile No	
Email address			

## ACTIVITY DETAILS

Brief description of activity. <i>I.e. busking, pop-up shop, cake stall</i>			
Name of business/premises (if not applicable, state Nil)			
Street name of business/premises			
Date of proposed activity	From ..... / ..... / ..... To ..... / ..... / .....		
Time of proposed activity	From ..... : ..... am/pm To ..... : ..... am/pm (please allow time for setup and pull down)		
Does this activity relate to a temporary food business? I.e. sausage sizzle, cake stall.			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please obtain a copy of <i>Temporary Food Stall Application</i> from the Administration office or download it <a href="#">here</a> .			

## STANDARD BOOKING CONDITIONS

Standard booking conditions apply to all bookings on Shire property. The Hirer must be 18 years or over and remain on the premises for the duration of the event. The Hirer is responsible for the condition of the hired venue.

### PLEASE:

- Remove all litter and leave the area in a clean and tidy condition;
- Control noise so that the noise level does not disturb the general public;
- Keep to the function's start and end times as shown on the approval booking confirmation letter;
- Restore any damage at your own expense;
- Ensure you are providing enough facilities, such as toilets and rubbish bins, to cater to the function's needs;
- Remove fixtures or other items as soon as the event is over;
- Comply with any special booking conditions (The Shire will advise you of any special conditions when you make your booking);
- Comply with any other condition that the Shire places on your booking.

**PLEASE DO NOT:**

- Throw confetti, rice or similar materials;
- Consume alcohol in a public place without required licenses – this is prohibited under state government legislation;
- Put up posters, boards or similar on any structures or trees in the park;
- Bring vehicles into the park without prior permission;

Approval for bookings are subject to more specific site conditions as well as conditions specifically relating to the type of event you are holding.

**DECLARATION / ACCEPTANCE OF CONDITIONS OF USE**

I accept that I have sought permission from the business/premises owner to set up street appeal outside of their business/premises. I understand that the Shire of Narrogin may not grant street appeal to me if the owner of the business/premises declines approval.

I understand that the owner of the business/premises can request that I remove my street appeal, if I have not sought their permission.

I have read, understood and agree to abide by the Standard Booking Conditions.

I agree to indemnify the Shire of Narrogin against all actions, claims, demands and costs arising out of or in connection with the use / hire of this facility.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

**DECLARATION BY OWNER OF BUSINESS/PREMISES**

I accept that I have given permission for street appeal outside my business/premises.

I understand that the Shire of Narrogin may not grant street appeal to the person/persons who have applied, should I decline.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Business/Premises: \_\_\_\_\_

Position: \_\_\_\_\_

OFFICE USE ONLY			
Date Received		Booking recorded by	
Booking approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Booking entered into Venue calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No
Temporary Food Stall application submitted			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
Event details entered into Shire of Narrogin Events Calendar			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
Date Hirer notified booking approved/declined			