

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

(FPS027)



89 Earl Street  
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Narrogin WA 6312

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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.

In accordance with *Section 9.4 Public Places and Local Government Property Local Law 2016*, a copy of your Certificate of Currency of Public Liability Insurance may be required.

## ADDITIONAL DOCUMENTS

The documents listed below may be required to be submitted, before an approval can be considered.

- Certificate of Currency (Public Liability)
- Temporary Food Stall Application

## APPLICANT DETAILS

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

## ACTIVITY DETAILS

Brief description of activity. <i>i.e. wood raffle, busking, pop-up shop, cake stall</i>			
If this activity relates to a temporary food business i.e sausage sizzle, cake stall, an approved Temporary Food Stall is required before prior to the Street Appeal conditional approval being issued. Please obtain a copy of <i>Temporary Food Stall Application</i> from the Administration office or download it from the Shire website.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Copy of approved Temporary Food Stall is attached	<input type="checkbox"/> Yes <input type="checkbox"/> No		
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)		

## 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:

- Obtain a Temporary Food Stall approval prior to submitting this request, if you intend selling or serving food;
- Submit a copy of your current Public Liability insurance, or advise why you do not have one;
- 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;

- Ensure that 2m of clear pedestrian access is available at all times for pedestrians, prams, gophers and wheelchairs;
- Remove fixtures or other items as soon as the event is over; and
- Comply with any booking conditions imposed by the Shire.

**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;
- Bring vehicles onto the reserve (footpath) without prior permission;

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

**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.

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

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

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

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

**RECORDS OFFICE**

Date Received		Booking recorded by	
Booking entered into SoN Venue calendar			<input type="checkbox"/> Yes <input type="checkbox"/> No
Event details entered into Shire of Narrogin website Events Calendar			<input type="checkbox"/> Yes <input type="checkbox"/> No

**DRS OFFICE**

Certificate of Currency of Public Liability attached			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
Temporary Food Stall approved			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
Chief Executive Officer approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____	Signature _____
CEO conditions:			
Form sent to applicant	Date _____		Signature: _____