

Please complete the form below for City of Newcastle (CN) to assess your street stall request application in accordance with the Local Government Act 1993 and the Road Act 1993.

Please note, providing the following information does not constitute a street stall booking being made. CN will advise of the outcome of your application following assessment of your application under of the Local Government Act 1993.

Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed.

**Note:** Please download this form to complete electronically.

## Part 1: Applicant Details

### Date and Time of Stall

Date

Time (includes set up and pull down)

to

### Location of the Stall

Address of premises

Have you provided a site plan with detail of the location of the street stall with measurements?

Yes

No

### Stall Holder

Name or company

ABN

Email

Phone

Postal address

Contact person (if company)

## Part 2: Checklist

Is the location a Council road reserve (footpath)?

Yes

No

Are you attracting pedestrian traffic?		Yes	No
Are you attracting vehicle traffic?		Yes	No
Will there be food for sale?		Yes	No
If yes, please provide details (such as packaged/ cooked on site):			
Are you a registered charity / not for profit organisation?		Yes	No
Are you a commercial / profit making organisation?		Yes	No
If yes, please provide:	Business name		
	Address		
<p><b>Part 3: Public Liability Insurance:</b></p> <p>The applicant for the Street Stall must have Public Liability Insurance and provide CN with a copy of the Certificate of Currency with a minimum cover of \$20 000 000.00.</p> <p>The Policy is to note and provide protection for City of Newcastle as an interested party.</p>			
Company name			
ABN			
Email			
Phone			
Postal address			
Policy reference number			
Liability amount			
Period of insurance			
Certificate of Currency attached		Yes	No

## Part 4: Signature

I apply for approval of a street stall as described above. I declare that all the information given is true and correct. I also understand that if incomplete, the application may be delayed or rejected.

Name of person signing

Signature

Date

## How to lodge this application

### Lodgement Methods

#### Email

- Enter the address of the property and the type of application (i.e., Street Stall Application) in the subject line of the email.
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.
- Emails are to be sent to [regulation@ncc.nsw.gov.au](mailto:regulation@ncc.nsw.gov.au)

#### Mail

City of Newcastle  
PO Box 489  
Newcastle NSW 2300

#### In person

At our Customer Contact Centre, located at 12  
Stewart Avenue Newcastle West NSW 2302.

## Fees

Fees are not charged as per CN's [Fees and Charges](#) document.

## Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency.

The application and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

<b>Purpose of collection:</b>	To enable CN as the consent authority to assess your proposal
<b>Intended recipients:</b>	CN staff and other government agencies that may be required to assess the proposal
<b>Supply:</b>	The information is a statutory requirement related to the assessment of the application.
<b>Consequence of non-provision:</b>	Your application may not be accepted or processed due to a lack of information.
<b>Storage and Security:</b>	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
<b>Access:</b>	Your information can be checked for accuracy by calling (02)4974 2000.