



Liverpoolcitycouncil
creating our future together

Customer Service Centre

**LIVERPOOL CITY
COUNCIL**

**CHARITY, COMMUNITY AND
GOVERNMENT AGENCY STALL
REGISTRATION APPLICATION FORM**

Property Key: Office Use Only

Charity Stall
Registration No:

Container No:

Date Received:

LEGAL REQUIREMENTS REGARDING INFORMATION PROVIDED TO COUNCIL

Council is obliged under s.6 of the *Government Information (Public Access) Act 2009* to publish details of all development applications (including names of applicants and owners) and any associated documents on the website, except for floor plans of any residential parts of a building. Please note that the information provided by you on this form will be used by Council or its agents to process this application and it can be made available, as required by law, to other government agencies. Under the *Privacy and Personal Information Protection Act 1998*, some personal information provided on this form, such as phone numbers, will not be published on Council's website. Information regarding access to or publication of information by Council, can be referred to Council's Privacy Contact Officer.

Location of proposed activity

Street:

Suburb:

Postcode:

Details of proposed activity

Type of Charity Stall:

IMPORTANT: A maximum of two consecutive days and a maximum total of **six days per year** are permitted for Charity Permits from any approved organisation

Proposed Date(s) of Charity Stall:

Start Time:

End Time:

Is vehicular access required into Macquarie Mall? Yes No

Are chairs and tables required to be set up by Council? Yes No

Name of Applicant:

Name of Charitable Organisation:

Address of Charitable Organisation :

Phone Number:

Mobile:

Fax:

Email:

Documents required and acceptance

1. Each Charitable Organisation must maintain a Certificate of Currency for an all risk Public Liability Insurance policy with a minimum cover of \$20 million must be provided prior to the issue of a permit
2. Each Charitable Organisation must provide Certificate of Charitable status

Complete your application with required attachments and email to: lcc@liverpool.nsw.gov.au

I hereby agree to abide by the attached Terms and Conditions and understand that if I breach any of these, my permit will be revoked.

Signature:

Date:

Print Name:

Office Use Only:

1.	Enter Inspection booking for vehicular access?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	
2.	Enter Inspection bookings for chairs and tables?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	
3.	Permit issued?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Signature of Approving Officer:		Date:		<input type="checkbox"/>



CHARITY STALL REGISTRATION APPLICATION FORM

Conditions applicable to Charity Stall permits

1. Stall holders must adhere to the Terms and Conditions as outlined in this document
2. Charity Permits will only be issued to “Not for Profit” organisations and a Certificate of charitable status must be provided to Council. Non charitable organisations are not permissible (including religious and political organisations)
3. Only one charitable organisation is permitted in Macquarie Mall at any one time so that there is no impact on pedestrians and existing businesses
4. Charity Permit must be displayed at all times
5. Charity stalls must be free of rubbish at all times and all rubbish must be removed after use
6. Public Liability Insurance Certificate – minimum \$10 million is required
7. Charity stalls are only to be carrying out the activity as issued in the permit, within the specified dates and times
8. Charity stalls are only allowed within the area designated in the Macquarie Pedestrian Mall and valid only for the dates and times specified
9. A maximum of three staff are permitted at the approved stall
10. A maximum of two consecutive days and a maximum total of six days per year are permitted for Charity Stalls from any approved organisation
11. Vehicle access is permitted but must be requested at the time of booking, prior to the activity commencing
12. Council provides chairs and tables if required and a separate form is required to be completed prior to the activity commencing
13. This permit may be cancelled by an authorised officer of Council at any time, by notice in writing addressed to the registered person, upon receipt of any complaint that the person is in breach, of any of these conditions
14. Charity representatives shall not:
 - a. Obstruct or hinder a passageway for pedestrians or vehicles
 - b. Cause inconvenience, annoyance or obstruction to any person
 - c. Create any nuisance or unreasonable noise
 - d. Beg or gather
 - e. Operate closer than one metre from the door of any premises that is open for business
 - f. Operate in an area adjacent to a place of public worship
 - g. Create a threat to public safety
 - h. Affix any items, and/ or mark/draw on any footway or paved area
15. Representatives shall not perform by means of loud speakers or any form of sound amplification or by means of electricity amplified instruments
16. Representatives shall not wear or display any advertising matter being of a commercial or offensive nature
17. Dangerous acts and spruiking are strictly prohibited
18. Offensive activities or behaviour are not tolerated
19. Representatives shall comply with any lawful direction given by the Police or authorised Council officers.

For further information, please contact Council Customer Service Centre on 1300 36 2170.