

Policy 235 - Non-Commercial Information and Street Stalls Policy

6.1 Introduction

Parramatta City Council is committed to enhancing urban life and promoting a safe and active use of its footpaths, roadways and public plazas.

Application for commercial activities are not covered under this policy.

For activities in Church Street Mall refer to Church Street Mall Policy.

6.2 Purpose

The purpose of this policy is to inform and advise the community of the requirements when applying to use Council owned footpaths for non-commercial activities throughout the Parramatta Local Government Area (LGA).

The purpose is also to control and encourage, where appropriate, the establishment of information and street stalls in a safe and non-obtrusive manner. This policy applies to a range of non-commercial activities including: dissemination of general information by schools, religious organisations, and political groups; fund raising activities by community groups; or a cake sale by a charity group.

6.3 Aims and objectives of the policy

- To promote a high quality visual environment.
- To ensure that pedestrians and other forms of traffic are not unduly obstructed by non-commercial street stalls.
- To ensure that non commercial activities are compatible with other community uses of public space.
- To ensure that consideration is given to the special qualities of the adjoining area and environs.
- To ensure that adjoining businesses and nearby residential areas are not inconvenienced or disrupted.
- To ensure that Council clearly communicates its desires and responsibilities for non-commercial use of the footpaths across the LGA and that the controls are easily regulated.

6.4 Area to which this policy applies

This policy applies to controlled footpaths, roadways and public plazas which would ordinarily be used by the public for pedestrian movements or recreation across the LGA. Specific areas of concern are local business centers where there is an increased demand for these public spaces.

This policy supercedes the Guidelines for Non-Commercial Information and Street Stalls Policy adopted in November 2003.

6.5 Location of and guidelines for non-commercial information and street stalls

- Stall operators are required to ensure the area is kept clean and free of litter at all times.
- Allow a minimum of 2m clearance for pedestrian access.
- Be limited to a space not exceeding 3000mm x 1200mm, inclusive of provision for a table, chairs and display material.
- Provide details of the information or product to be provided i.e information or products for charity.
- Provide the name and contact details of principle contact for the duration of the use of the stall and / or event.
- No amplified music, entertainment and advertising etc is permitted unless specific permission granted by Council.

Note:

Food must not be displayed or sold otherwise than in accordance with the relevant provisions of the Food Act 2003, and food safety standards adopted therein, other food related legislation or any Council policy. All food must be pre-packaged with the exception of whole fruits and vegetables.

6.6 Conduct of business

All reasonable precautions should be taken by the operator to ensure the good conduct of employees or volunteers during the event to ensure it does not give rise to any public nuisance or creates offensive noise.

6.7 Waste management

The street stalls area is to be maintained and cleaned on a daily basis, or more often if necessary, by the operator. This includes cleaning the footpath to remove spilled foodstuffs or other waste material to Council's satisfaction. In addition, all rubbish is to be removed by the operator and **must not** be placed in Council street litter bins.

6.8 Advertising

Advertising material and/or structures is defined under the Environmental Planning and Assessment Act, 1979 (as amended) as a sign, notice, device or representation in the nature of an advertisement visible from a public place or public reserve, and for the purpose and application of this guideline will also include signage which has "the potential" to generate or earn income or profit.

Advertising is **not permitted**.

A-frame, pole poster or Sandwich board type advertising **must not be** used under any circumstance.

6.9 Liaison with other public authorities

Liaison with other relevant public authorities, such as the Roads and Traffic Authority, will be the responsibility of the applicant and will be necessary prior to final determination of an application for consent.

6.10 Fees

As set out in Parramatta City Council's Schedule of Fees and Charges

6.11 Insurance

The proprietor must maintain a minimum of \$10 million Public Liability policy or any other amount as Council may stipulate from time to time for the use of the footpath/roadway or public space. Evidence of that policy must accompany the proprietor's application. Council is to be named as an additional insured under the policy for their respective rights and interests (f.t.r.r.&i). Council may also from time to time request a Certificate of Currency of the policy from the proprietor.

6.12 Application process

Application forms and advice can be obtained from **Council's Customer Service Centre, 30 Darcy Street, Parramatta or telephone (02) 9806 5000**.

An application in writing must provide the following information:

- location of existing features such as trees, signage poles, bins etc;
- details of any proposed furniture including the design, construction, dimensions, colours and materials;
- the proposed location and size of the proposed stall/display;
- the kerb line of the street and existing street furniture nearby

the number of tables and chairs and a sketch of the proposed layout;
details of any proposed notice board or displays to be used
any signage must be of a temporary nature, and can only be displayed within the
area/locations covered by this application. **(no other advertising material or structures are
permitted.)**
details of any proposed amplified music and entertainment

This policy is administered by the Group Manager City Services