
SECTION 3: Social, economic and environmental benefit

Will there be any social, economic or environmental benefits to Parramatta?

SECTION 4: Supporting documentation

I have supplied the following supporting documents:

Waste management plan (for leaflet distribution only)

Copy of leaflet

SECTION 5: TERMS & CONDITIONS - LEAFLET DISTRIBUTION, PROMOTIONS AND COMMUNITY OUTREACH - MUST READ AND SIGN

General

- Any organisation or person applying to distribute leaflets, conduct a promotional activity or deliver community outreach services must nominate a permit holder.
- The permit holder must be onsite at all times as specified on the Permit.
- A maximum of two persons are permitted to undertake leaflet distribution activities.
- Physical requirements associated with the activity i.e. tables, props, equipment, stages, back drops or marquees are to be stated by the organisation on the application form.
- If food is to be given or sold as part of the activity, it must be in accord with the provisions of the NSW Food Act (2003), Food Regulation (2010) and Food Standards Code.
- At least seven days prior to the event timeframe, the permit holder must collect the permit at Council offices, 126 Church Street, Parramatta. The permit holder must retain the permit and conditions at all times in easy access for public inspection.
- City of Parramatta reserves the right to reduce or waive the leaflet distribution fee for its own or third party events and programs that are free and seen to be of benefit to the community of Parramatta.
- The permit will not be issued until payment is received in full.
- Cancellation of a permit may occur when:
 - Any of these Terms and Conditions is breached;
 - Any special written condition of the permit is breached;
 - Refusal to follow the direction of an Authorised Council Officer;
 - Should Council identify any misrepresentation in the application. Cancellation of a previous permit may be taken into account in future requests by the organisation and associated individuals.
- The Local Government Act (1993) gives Council the power to assign special conditions to any permit to undertake activity in a public domain. Such conditions will be specified in written approvals and/or permit granted by Council.
- Authorised Council Officers, Community Safety Officers or emergency services may require an activity to cease at any time. The activity may be required to cease if it is deemed to

be causing an inconvenience, harm to the public or property, a nuisance or causing offence to the public or property. The activity must comply immediately to any request to suspend, relocate or cease the activity or permit.

Location

- Activities must be conducted within the approved location nominated on the permit.
- Locations available for activities may change at any point in time, subject to various external factors.

Date and times

- Leaflet distribution is permitted for a maximum of five days in a calendar year, unless otherwise approved under special consideration.
- Leaflet distribution activities are permitted for a maximum of four hours per booking.
- Promotional activities are permitted a maximum of seven days in a calendar year, unless otherwise approved under special consideration.
- Promotional activities are permitted for a maximum of six hours per booking, unless otherwise approved.
- Both leaflet distribution and promotional activities must be conducted within the approved time nominated on the permit, inclusive of breaks, set up and pack down.
- Community outreach applications will be assessed on a case by case basis with no specific restrictions or date or times.

Impact on amenity

- Leaflet distribution and promotional material must not contain material or language which may be reasonably considered to be offensive, inflammatory, vilifying or inciting violence.
- Amplification for leaflet distribution activities is prohibited.
- Any activity which creates offensive noise, as defined by the Protection of the Environment Operations Act (1997) is prohibited.

Access

- Any activity must not obstruct the flow of pedestrians.
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- Promotional events, product sampling and publicity will not be permitted on footpaths that are less than 4 meters wide.
- Vehicles are not to be parked on malls or plazas unless authorised by the permit as part of this activity. Dashboard permits will be issued and must be displayed at all times.

Waste

- Applicants must prepare and demonstrate a Waste Management Plan. The Waste Management Plan should address waste collection provision, sustainability actions, and post-activity cleanup.
- The approved location and an area within a 150 meter radius of that location must be left in a clean state, to the satisfaction of Council staff. Cleaning costs will be imposed on the applicant should they choose not to comply.

Signature*

- No goods, samples or printed material shall be left unattended for the general public to pick up themselves.

Risk

- Activities are to occur in a safe manner so as not to endanger those involved in the activity, the public or property.
- The applicant will be held responsible for remediating any damage the activity, staff or patrons cause to public property such as marquees, landscaping, street furniture, and footpath paving to the satisfaction of Council officers.
- In the event of any incidents or injury, the details of incident including time, place, witnesses, injuries, causes and action taken must be recorded, preferably supported by photographic evidence, and submitted to Council.

SECTION 6: Declaration

I declare that the information that I have provided in this application is true and correct. If granted a Permit, I agree to comply with the conditions of use in association with that permit including by not limited to:

- I have read and understood the terms and conditions outlined for this activity;
- I will abide by the conditions outlined in the permit issued to me;
- I will notify City of Parramatta if my performance changes significantly;
- I will make my permit available for inspection by an authorised officer of Council upon request and follow any lawful direction issued by that officer;
- I will notify City of Parramatta of any changes to my contact details;
- I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for purposes as stated;
- I will agree that all permits are non-refundable. I acknowledge that information found to be false in support of this application will result in my permit being cancelled.

Applicant name*

Signature*

Date*

City of Parramatta is committed to protecting your privacy. The personal information you provide on this application is being collected by City of Parramatta for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent. Unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed.

LODGING THIS APPLICATION

You can lodge the complete application form and supporting documents:

By email: Please submit saved application and supporting documents to streetactivity@cityofparramatta.nsw.gov.au

In person: City of Parramatta, 126 Church Street, Parramatta NSW 2150