



STREET STALL / RAFFLE TICKET STAND APPLICATION

SECTION 1 – DETAILS OF APPLICANT

Organisation Name: _____

Position/Title: _____

Applicants Full Name: _____

Postal Address: _____

(Note: This is where all further

correspondence will be sent)

Postcode: _____

A minimum of 50% of the funds must remain in the community. If you and/or your organisation resides outside of the Inverell LGA please provide a written submission with your application detailing how 50% of the funds will remain in the community

Phone: _____ **Mobile:** _____

Email Address: _____

SECTION 2 – DETAILS OF BOOKING

Street Stall

BBQ

Raffle Ticket Stand

Other: _____

Fundraising for: _____

Position and Business Location: _____

Permission - Individual and/or organisation must obtain permission from the owner and/or manager of the business in front of which the stall is to be held

Please provide details of Manager/Business Owner who granted permission:

Name: _____ **Contact number:** _____

	DAY	DATE	Start Time	Finish Time
DATES:				

Do you require a parking bay outside the business: YES NO

If yes, please provide the registration number of your vehicle: _____

Note: if there is more than one vehicle over different dates, please provide registration numbers for each vehicle on each date.

Additional Information:

SECTION 3 – INSURANCE & DOCUMENTATION

Public Liability Insurance Provision

The individual and/or organisation shall take out and keep current during the period of the booking, a public liability insurance policy in a form approved by the Council, for a minimum of \$20M, for Council and the individual and/or organisation against all actions, costs, claim charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the individual and/or organisation or both arising out of or in relation to the granting of such occupancy/usage.

Copy of Certificate of Currency is attached: YES NO ON FILE

Risk Assessment Form is attached (please refer to following Risk Assessment Form): YES NO

Please Note: If a current copy of your organisation's Certificate of Currency documents and the attached Risk Assessment Form are not submitted, your application will automatically be declined.

Indemnify/Hold Harmless Clause

The individual and/or organisation agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which maybe brought or made or claimed against the arising out of or in relation to the granting of such occupancy/usage.

SECTION 4 – CONDITIONS & AGREEMENT

Permission will only be granted providing you comply with the conditions set out below:

1. Individual and/or organisation must obtain permission from the owner and/or manager of the business in front of which the stall is to be held;
2. Individual and/or organisation must remain in the location approved by Council.
3. Individual and/or organisation must manage all stall hazards as far as reasonably practicable, including but not limited to:
 - no trip hazards,
 - any tables, chairs etc. that you use must not protrude onto the footpath by more than one (1) metre,
 - maintaining a minimum of 1.5 metres of unobstructed footpath and allowing for the continuous easy movement of pedestrians along the footpath,
 - the stall must be located on a safe, stable, hard surface that is sufficiently level to provide adequate stability for tables etc.,
 - not interfering with vehicular movement (ie good clearance to any driveway cross overs)
 - keeping the area clean at all times and any spilt food, liquid or litter is removed immediately,
 - observing all public health requirements.
4. Individual and/or organisation operate at their own risk. It is a requirement that they have insurance cover for public liability. Council's insurance cover does not offer them protection from liability;
5. If any objection of any kind is raised about the activity, Council staff may request that the activity be ceased immediately; and
6. A minimum of 50% of the funds must remain in the community.

Council's Ordinance Officer will enforce the one (1) metre distance from the building line limit.

If your fundraising activity is controlled by the *Charitable Fundraising Act, 1991*, it is your responsibility to ensure that you are complying with all requirements of this Act, which is administered by NSW Fair Trading.

I hereby certify that the information supplied in this application is correct to the best of my knowledge and I agree to abide by Council's conditions as above. I also undertake to advise Council should there be any alterations or additions to the information supplied.

Applicant's Signature: _____ **Date:** _____



Inverell Shire Council Safety Management System
Event WHS Risk Assessment Template

Version v1.0

TRIM Reference: WHS-

Implemented 17/07/2023

Amended: xxxxxxxx

Reviewed and Approved: Workforce Services Coordinator

Next Review Date: 17/07/2024

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Event Name:	Event Location:
Assessment completed by:	Event Coordinator:
Signature:	Reviewed by:
	Review date:

Event Activity	Hazards	Risk Rating	Controls	Residual Risk	Person Responsible	Completion Date
<i>Activity or task involved in event</i>	<i>Identify the hazard and describe how it could cause harm</i>	<i>Risk level without controls</i>	<i>Controls required, using the hierarchy of controls</i>	<i>Risk level with controls</i>	<i>Person allocated responsibility for controls</i>	<i>Date controls are completed</i>



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		Negligible No injuries or not requiring first aid	Minor First aid needed	Moderate Medical treatment	Major Serious injury	Severe Death or permanent disability
LIKELIHOOD	Certain to occur Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	Very Likely Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme
	Possible May occur occasionally	Low	Medium	Medium	High	Extreme
	Unlikely Could happen at some time	Low	Low	Medium	Medium	High
	Rare May happen only in exceptional circumstances	Low	Low	Low	Medium	High
Extreme	The Activity MUST NOT COMMENCE. If started STOP IMMEDIATELY. Activity MUST NOT START until controls are implemented to reduce risk.					
High	STOP – Senior Management Approval Required - Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical					
Medium	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.					
Low	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical.					



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Examples of Event Hazards

<p>Security</p> <ul style="list-style-type: none"> • Bomb threats • Cash handling • Crowd safety 	<p>Hazardous Substances/ Dangerous Goods</p> <ul style="list-style-type: none"> • Fuel storage • Cleaning products • Water/waste water • Pyrotechnics • Fire arms and ammunition • Inappropriate labelling • Poisons 	<p>Accessibility</p> <ul style="list-style-type: none"> • Ramps • Disabled parking • Public transport • Signage • Access to venues • Egress • Seating • Disabled facilities
<p>People</p> <ul style="list-style-type: none"> • Security workers numbers • Patron demographics • Inappropriate use of workers • Alcohol and drugs • Child protection 	<p>The event</p> <ul style="list-style-type: none"> • Communication equipment • Asset protection • Entry control 	<p>Materials handling</p> <ul style="list-style-type: none"> • Mechanical handling • Food handling • Furniture fixture and equipment • Transport between venues/ locations/storage • Excess weight and height • Condition of terrain
<p>Public safety</p> <ul style="list-style-type: none"> • Training/induction • Lack of relevant certification/licence • Background checks of workers • Public safety • Lack of relevant certification/licence 	<p>Planning</p> <ul style="list-style-type: none"> • Risk specific plans • Safe Work notification re fireworks • Possible acts of terrorism • Emergency management • Contingency planning 	<p>Plant</p> <ul style="list-style-type: none"> • Training • Certification • Supervision • Maintenance • Isolation/segregation – people



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<p>Hazardous Manual handling</p> <ul style="list-style-type: none"> • Excessive weight • Mechanical aids • Suppliers’ packaging • Handling animals • Unrealistic timeframes • Lack of workers • Crowd control – security • Training 	<p>Contractors</p> <ul style="list-style-type: none"> • Co-ordinating contractors • Communication • Legal compliance • Job safety analysis • Training • Accreditation • Contracts 	<p>Vehicle safety</p> <ul style="list-style-type: none"> • Maintenance • Security of vehicles • Vehicle/people segregation • Speed • Refuelling • Parking supervision • Lack of training • Permits and certification/licensing • Outdoor broadcast vehicles • Working at height • Electrical safety • Inappropriate use of paths • Accessibility during emergency management • Loading operations – docks and people
<p>Workers</p> <ul style="list-style-type: none"> • First aid • Food preparation • Fatigue • Conditions – excessive heat/cold • Competency/suitability • Violence/bullying • Welfare-breaks, sunscreen, etc 	<p>Working at height</p> <ul style="list-style-type: none"> • Safety harness • Scaffold • Winches • Ladders • Overhead power lines • Edge protection • Camera platforms 	<p>Slips and trips</p> <ul style="list-style-type: none"> • Electrical cables • Uneven ground, loose surfaces • Weather • Flooring design/surfaces • Design of barriers • Lighting • Spilt cooking oil and food



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<p>Workers (cont.)</p> <ul style="list-style-type: none"> • Cultural issues • Transport 	<p>Working at height (cont.)</p> <ul style="list-style-type: none"> • Rigging/lighting 	<p>Slips and trips (cont.)</p> <ul style="list-style-type: none"> • Queuing systems • Edge protection • Climbing for vantage points • Inappropriate footwear
<p>Electrical safety</p> <ul style="list-style-type: none"> • Qualification of contractors • Power supply • Insufficient RCDs • Overloading systems • Temporary switchboards unlocked • Power tools • Faulty insulation • Underground services • Protection of leads • Cables/height/pathways • Location in relation to other equipment 	<p>Construction</p> <ul style="list-style-type: none"> • Temporary structures • Unauthorised access • Maintaining public access • Plant • Council/building code approval • Electrical safety • Slips/trips • Interface operations • Weather 	<p>Fire safety</p> <ul style="list-style-type: none"> • Evacuation plans • Fire prevention plan • Dangerous Goods storage • Knowledge and use of equipment • Appropriate firefighting equipment • Obstruction and security of firefighting equipment • Pyrotechnics • Warning and communication system • Fire ban days