



Special Activity Application – Trading Table

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| Controlled Document No: 09.563 | | Completed Document: 01.2107 | |
| Next Review: | Jul 2012 | Version: 01 | Jul 2009 |

For Records Use Only

PLEASE NOTE

**Applying organisations are only permitted one day per month.
To be considered for approval applicants must complete this application
and attach the requested documentation**

TRADING TABLE APPLICATION DETAILS

DATE OF TRADING TABLE: TIME: Mobile contact number for the on site contact for the event
 LOCATION: 248 Main Road, Blackwood (outside of Chemplus Chemist)

IS FOOD GOING TO BE DISTRIBUTED? YES NO

IF YES, WILL THE FOOD BE PRE-PACKAGED? N/A YES NO

WILL THERE BE ANY STRUCTURES BESIDES ONE TABLE? YES NO

IS ELECTRICAL OR A GAS SUPPLY REQUIRED? YES NO

WILL A PUBLIC ADDRESS SYSTEM BY USED? YES NO

WILL THERE BE ANIMALS AS PART OF THE FUND RAISING? YES NO

WILL THERE BE ANY AMUSEMENT STRUCTURES? YES NO

ARE YOU PROVIDING ANY ACTIVITIES/ENTERTAINMENT? YES NO

IF YES TO ANY OF THE ITEMS ABOVE, PLEASE GIVE DETAILS

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ORGANISING GROUP DETAILS

ORGANISING GROUP:

CONTACT NAME: EMAIL:

ADDRESS:

TELEPHONE: (h) (w) (mob)

****** ATTACH A COPY OF YOUR PUBLIC LIABILITY INSURANCE TO THIS FORM ******

REASON FOR FUNDRAISING:

ANY OTHER REQUESTS/COMMENTS:

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NAME OF APPLICANT: SIGNATURE: DATE:

PLEASE SUBMIT APPLICATION AT LEAST 14 DAYS PRIOR TO DATE OF ACTIVITY

COUNCIL USE ONLY

APPROVALS

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|---|---|
| Customer Service – Tentative booking placed in calendar | Yes <input type="checkbox"/> Initials: |
| Approving officers to check application and note any conditions to be applied | |
| Risk Management Officer | |
| Public Liability insurance Sighted and checked for adequacy and currency | Initials Approved Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Team Leader Compliance | |
| By-Law 4 Roads (Section 2.4) Application Authorisation to solicit funds for charity or collect donations | Initials Approved Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Coordinator Environmental Health (if required) | |
| Distribution of food and / or drinks Authorisation for provision of food and /or drinks | Initials Approved Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Special Projects Engineer | |
| Local Government Act (Section 221 Alteration of a Road) Authorisation to temporarily alter a road (footpath) | Approved Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Name of Approving Officer: | |
| Signature of Approving Officer: | Date:/...../..... |

Application is approved once the authorised officers have indicated approval subject to conditions being met

CONDITIONS

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| Applicant to contact the Manager of the premises abutting the activity (Chemplus 08 8278 8766) and advise them of the activity at least seven days prior to the event and take into account any objections | |
| Trading table is not to be placed in front of a display window | |
| Pedestrian access is to be maintained by providing a clear passage of at least 1.9 metres at all times and that no traffic congestion is caused | |
| All students and juveniles involved in this activity are to be supervised by a suitable adult. Contact details of all adult supervisors are to be provided to Council at least 7 days prior to the event | |
| The area is to be left in the same condition as it was found prior to the commencement of the activity | |
| A copy of the approval for the trading table is to be held on site at all times by a suitable adult and produced upon demand by an authorised officer of the Council | |
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| Customer Service – Confirmed booking placed in calendar | Yes <input type="checkbox"/> Initials: |
| Customer Service – Applicant notified of outcome and conditions | Yes <input type="checkbox"/> Initials: |