

Footpaths, Public Space and Busking Application

If you are holding market activity, please refer to the **Market Activity Application Form**.

This application is for **short-term activities only** and is permitted between 7 am and 5.30 pm daily. No permits will be granted for overnight activities.

Applicant Details	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Name/s	
Date of Birth <i>Optional</i>	
Residential Address <i>Include City, State & Postcode</i>	
Postal Address <i>Include City, State & Postcode</i>	
Contact Number	
Email Address	
Organisation Details	
Organisation/Business Name	
Type of Organisation	<input type="checkbox"/> Charity ¹ <input type="checkbox"/> Not-for-profit ² <input type="checkbox"/> Commercial business ³ <input type="checkbox"/> Government Agency
1 If you ticked Charity you will need to provide a copy of your organisation's Charity Certificate 2 If you ticked Not-for-profit you will need to provide a copy of your organisation's Certificate of Incorporation 3 Commercial use of Council footpaths and/or public space is only approved in the Church Street Mall (Rotunda) location. Fees and charges apply.	
Type of Activity	
<input type="checkbox"/> The activity is for profit/commercial use	<input type="checkbox"/> The activity is not commercial in nature and does not seek profit for the Organisation
<input type="checkbox"/> Busking (<input type="checkbox"/> Instrumental and/or <input type="checkbox"/> Vocals) Specify instruments/genre:	<input type="checkbox"/> Group performance (groups of 5 or more) <input type="checkbox"/> Comedy <input type="checkbox"/> Circus Acts <input type="checkbox"/> School Performance <input type="checkbox"/> Juggling (non-dangerous implements) Genre:
* Please detail the specifics of the activity; including the name of the organisation if activities are being undertaken on behalf of a not-for-profit agency/charity/event in which funds or community awareness is being raised Applications for petitions or petition-like activities will not be accepted.	
<input type="checkbox"/> Community BBQ*	Details:
<input type="checkbox"/> Street stall* (being a temporary structure)	Details:
<input type="checkbox"/> Displays and promotions*	Details:
<input type="checkbox"/> Raffle/Mobile ticket selling/Fundraising*	Details:
<input type="checkbox"/> Other (please specify the nature of the activity/description and any particulars)	

Booking Details				
Location		Date(s)	Time – From	Time – To
<input type="checkbox"/>	Church Street Mall (including Rotunda), Dubbo Do you require power? ⁴ <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/>	Myer, Macquarie Street, Dubbo			
<input type="checkbox"/>	Outside Dubbo Square, Footpath Area, Macquarie Street, Dubbo (in front of bus stop areas)			
<input type="checkbox"/>	Post Office, Talbragar Street, Dubbo			
<input type="checkbox"/>	Snare’s Newsagency, Talbragar Street, Dubbo			
<input type="checkbox"/>	Tamworth Street Shopping Centre, Dubbo			
<input type="checkbox"/>	Coles Car Park, Wellington			
<input type="checkbox"/>	Cameron Park, Wellington			
<input type="checkbox"/>	Cnr Nanima Crescent & Swift Street, Wellington			

\$20M Public Liability is required for all locations.
Please supply a copy of your current certificate with your application. This does not apply to busking.

4 Please note that for approved, short-term activities involving the use of the Rotunda or surrounding footpath in the Church Street mall area, power is available. If power is requested a key is required to access the power points and is required to be collected from Council’s Administration Building two business days prior to the booking. The key is required to be returned at the conclusion of the booking or the following business day.

Applicant signature	
<input type="checkbox"/> Acknowledgement	I confirm that the information provided as part of this application is true and correct and I have read and understood the Terms and Conditions associated with the application.
Signature	
Print name	
Date	

Opt-in contact database

Please check this box if you would like your name/s, postal address, contact number and email address (including organisation name where applicable) retained on a contact list, whereby Council may contact you with other opportunities based on the information you have provided on this form. You may opt-out at any time by emailing your request to engagement@dubbo.nsw.gov.au.

PRIVACY NOTE

Council is bound by the provisions of the Privacy and Personal Information Action 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council’s Privacy Management Plan located on Council’s website www.dubbo.nsw.gov.au

Office Use Only			
Have you viewed all applicable documents? <input type="checkbox"/> Yes <input type="checkbox"/> No		Has this application been processed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Authority Document Number		Amount processed on application	\$
Receipt Number		Date	
Officer Name		Officer Signature	

Terms and Conditions

General

Council permission is granted subject to the following conditions:

- The activity being conducted is permitted only at the area stated within the application;
- The person or persons conducting activity within this approval must carry this with them at all times, producing it upon demand by an authorised Council officer;
- The applicant obtaining the permission of any shopkeeper/s outside whose premises he/she wishes to conduct activity;
- No public disturbance being caused by the level of any noise created by this activity;
- The activity being undertaken must not create, nor give the perception of, any real or potential conflict of interest with Council decisions, operations, or business activities;
- Activity is not permitted on the tiled area directly in front of Dubbo Square or anywhere within Dubbo Square;
- Activity located in the Church Street Mall area must be in close proximity to the front of the Rotunda;
- Activity located at Cameron Park Wellington must be in close proximity to the Cameron Park entrance adjacent to the pedestrian crossing;
- There being no hindrance to the flow of pedestrian traffic;
- The activity being conducted must not prohibit the public from using any permanent tables/chairs in the area;
- In the event that on-street parking is required to facilitate activities associated with the event, then a separate approval is required. Enquiries are to be made with Council's Traffic Engineers, on 6801 4000; and
- Council reserves the right to refuse any application or revoke this approval at any time.

Busking and Performances

The following condition(s) are also applicable:

- Bookings for busking activity cannot be made further than two weeks in advance.
- Approval for busking is granted under Section 68 of the Local Government Act;
- The performance not causing public disturbance by nature of the level of noise, the language or equipment used, or the act performed. Amplified music is not permitted;
- Performers must not use dangerous or flammable materials or dangerous implements as part of their performance;

- A suitable receptacle or container for public donations can be placed within the performance;
- Active soliciting of funds from the public is not permitted;
- Ceremonial acts that produce smoke must seek approval from property owners/operators that are in close proximity to the act and have appropriate fire suppression equipment on hand.
- An Authorised Officer of Council may at any time instruct a busker to immediately terminate their performance if the Officer deems it to be too loud, offensive, dangerous or harmful to private/public property or people.

BBQ

The following condition(s) are also applicable:

- 3 meters clear passageway being maintained for pedestrians in the Macquarie Street locations and 2 meters at other designed locations;
- Food items must be displayed no less than 750 mm and protected from contamination, i.e. packaged/covered, sneeze guard.
- Food items transported or stored must be kept no less than 150 ml above footpath level and protected from contamination, i.e. packaged, covered.
- No person manufacturing, preparing or storing food for sale in any public place, which is for domestic use or consumption, unless such food for domestic food or consumption complies with the requirements and standards prescribed under the Food Act and Regulations;
- Sufficient garbage bins be available for customers;
- That the area be left clean and tidy following the completion of this activity;
- Fat trays and protective mats must be placed under the barbeque to protect the pavers from any spills or stains.

Power

- Please note that for approved, short-term activities involving the use of the Rotunda or surrounding footpath in the Church Street mall area, power is available.
- Power points are locked for safety purposes. A key to gain access to the power is available from Council's Administration Building, located on the corner of Church and Darling Street, Dubbo. If power is requested a key will be available to be collected two business days prior to the booking. The key is required to be returned at the conclusion of the booking or the following business day. All cable connections must comply with Work, Health and Safety regulations.