

Staff checklist - Roadside stall

Distribute guidelines and supporting documents to enquiring group / individual

There needs to be a commitment and consideration to the questions and issues raised in supporting documents including lines of sight, goods for sale, signage.

Discuss project with individual

Discuss matters such as proposed site/s to identify or resolve any outstanding issues including whether or not a Development Application is required, whether the stall can be established on the road reserve or private property or whether another option should be considered i.e. farmers market, other identified sales location.

Request the submission of an application form

Assist the individual through the process of lodging an application form and advise them to wait for approval prior to proceeding.

Assessment

Council will assess applications in accordance with the *NSW Local Government Act, 1993* and this policy.

Agreement / approval / licence or lease issued

If approved and depending on the tenure and management structure governing the land- a temporary 1 year agreement / approval / licence or lease will be issued to the successful individual and provided all conditions are satisfied, a subsequent on-going renewal will be issued.

Re-negotiation with group

If not approved, Council staff will negotiate with the individual to see if they would like to work through the reasons why the roadside stall was not approved to see if a further application can be submitted once the concerns of Council are addressed.

Works can commence

On ground works and operation of roadside stall can commence.