



# Uralla Street Store Application Form

**Council Chambers and Administrative Centre:** 32 Salisbury Street, Uralla NSW 2358

**Address all correspondence to:** The General Manager, Uralla Shire Council, PO Box 106, Uralla NSW 2358  
council@uralla.nsw.gov.au | www.uralla.nsw.gov.au | p 02 6778 6420 | f 02 6778 6349

Organisation Details	
Organisation name	
Organisation type	<input type="checkbox"/> Charity <input type="checkbox"/> Non-profit Sporting Club <input type="checkbox"/> Non-profit Organisation
Is the organisation based in the Uralla Shire?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How will funds raised be used?	
Contact Information	
Name and position	
Postal address	
Mailing address	
Phone number/s	
Email address	
Preferred Dates	
First Preference	Week commencing Monday to Sunday
Second Preference	Week commencing Monday to Sunday
Application Attachments	
<input type="checkbox"/> Certificate of Currency for Public Liability Insurance must be provided and attached to this application.	
Terms and Conditions	
<u>Council Policy</u> Use of the Uralla Community Store ("Uralla Street Store") is subject to the following Council Policies: <ul style="list-style-type: none"><li>• Community Store Allocation Policy</li><li>• Community Store Operations Policy</li><li>• Hire of Council Facilities, Plant and Equipment</li></ul> Policy documents are available on Council's website at <a href="http://www.uralla.nsw.gov.au/Council/Council-information/Policies-and-Codes">www.uralla.nsw.gov.au/Council/Council-information/Policies-and-Codes</a> . Failure to comply with Council policy may lead to an organisation not being granted a date for Community Store use the following year.	
<u>Allocation</u> <ul style="list-style-type: none"><li>• Applications will only be received on this standard application form supplied by Council.</li><li>• Community Store use will only be allocated to charities, non-profit organisations and non-profit sporting clubs.</li><li>• Uralla Shire area-based groups are to be given first preference. Out of Shire groups are to be given last preference. Council may require any group to justify its Uralla Shire area base.</li><li>• Council will attempt to allocate groups' first or second preference weeks, however it may not be possible for all groups to be allocated their first or second preferred weeks.</li><li>• Groups are not allowed to sub-let their allocated dates. If a date is not used in full or part, Council may allocate it to a group from the waiting list or re-advertise.</li><li>• Groups wishing to utilise additional signage must be submitted in writing to Council for approval.</li><li>• Successful applicants will be notified via email and the schedule published on the Council website.</li></ul>	
<u>Store Operations</u> <ul style="list-style-type: none"><li>• A key to the facility will only be issued to a representative of the organisation allocated that week's Community Store use. The key will only be issued on the Monday commencing the organisation's week of the Community Store.</li><li>• The applicant must pay a refundable key deposit of \$50 prior to the issue of the key. This deposit will be refunded on return of the key, provided the Store has been left in a clean, tidy, and undamaged manner. The key should be returned on the Monday morning following the week of use of the Community Store.</li><li>• Failure to return a key will mean loss of the key deposit and a charge for the lock replacement cost.</li><li>• The organisation may use the Community Store 'A-frame' sandwich board for advertising purposes. The board sandwich is to be stored within the facility at night and all material is to be removed from the sandwich board at the end of the week. The appropriate placement of the sandwich board is the responsibility of the stallholder.</li><li>• No animals are allowed within the premises of the Community Store, with the exception of assistance animals.</li></ul>	

### Cancellation

- Any cancellation must be made at least two weeks prior. Cancellations not received within this timeframe may not be allocated use of the Community Store in subsequent years.

### No Smoking

The Community Store is non-smoking. Non-compliance with non-smoking regulations will result in cleaning fees being charged.

### Risk Management

There are a number of potential hazards/risks which may affect the Community Store holders including but not limited to:

Hazard	Risk	Risk Control Measures
Narrow concrete footpath	Tripping over and causing injury	- Store holders must leave 1-metre pathway for pedestrian access.
Tables, A-frame metal sandwich board sign	Injury to pedestrians (trips or falls)	- Store holders must ensure placement of tables and sandwich board leave 1-metre pathway for pedestrian access. - Store holders must be aware of weight of items and use proper lifting techniques.
Floor level changes inside Store	Tripping and causing Injury	- Floor level changes are marked with high visible tape. Store holders must notify Council should tape become worn and is no longer visible.
Electric Heaters	Fire	- Store holders must be aware when heater is in use and must not place flammable materials near the heater when in use. - Store holders must ensure heaters are switched off when not at the Store premises.

In signing the Declaration below, the organisation applying for use of the Community Store acknowledges the potential risks and will undertake appropriate risk management to minimise the risks to Store holders and pedestrians.

### Responsibilities

- The organisation occupying the Community Store will be responsible for securing the facility each day at the end of business.
- The organisation holding the Community Store will be responsible for any damage that occurred during Store hours, the daily cleaning of the Store and removal of any waste material.
- A representative of the organisation holding the Community Store should inspect the Store internally on occupation. Any damage to the Store should be reported to Council as soon as possible.
- Council is not responsible for any item/matter left in the Store.

### Liability

The Community Store is under the physical control of the organisation (the "hirer") for the duration of the allocated week (the "hire period"). It is the responsibility of the hirer to inspect and approve the Community Store as being safe to use for the proposed activity. If the hirer consider it unsafe, do not commence the activity and notify Council without delay. If a hirer commences use of the Community Store it will be deemed to be an acknowledgment that the Community Store is fit and proper for use and that the hirer accepts that all liability associated with the use shall rest with them, including all costs associated with loss or damage as a result of the hire.

### **Declaration**

I have read and understand the terms and conditions as set out above.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Lodgement**

*Please submit applications by **15 November 2022**. Late applications will be considered after all initial allocations are made.*

In person: Visitor Information Centre: 9:30am to 4:30pm Monday to Friday, 10am-3pm Saturday and Sunday, 104 Bridge Street, Uralla

Mail: Attn: The General Manager, PO Box 106, Uralla NSW 2358

Email: council@uralla.nsw.gov.au

### **Privacy notice**

This completed form may contain personal information which is being collected for the purpose of processing this application. This information will be processed by Council and may be made available to public enquiries under the *Government Information (Public Access) Act*. Provision of the information is voluntary, however if insufficient information is provided Council will be unable to process the application. Once received, the information will be stored in Council's electronic records management system.

### **Office Use Only**

Date Received \_\_\_\_\_ By: \_\_\_\_\_ Date allocated \_\_\_\_\_ Confirmation issued \_\_\_\_\_