


POLICY NAME	Fund Raising Stalls Policy	
Date Adopted	22 June 2026	
Resolution Number	150/26	
Policy Custodian	Director of Infrastructure Services	
Policy Development Officer	Administration Assistant	
Review Date	(3 years from resolution date)	
Relevant Legislation	<ul style="list-style-type: none"> • <i>Charitable Fundraising Regulation 2021</i> • <i>Environmental Planning and Assessment Act 1979</i> • <i>Food Act 2003 (NSW)</i> • <i>Food Regulation 2025 (NSW)</i> • <i>Australia New Zealand Food Standards Code</i> • <i>Food Standard 3.2.2A (2022)</i> • <i>Legislation Act 2003</i> • <i>Local Government Act 1993</i> 	
Related Documents	<ul style="list-style-type: none"> • Charitable Fundraising Guidelines – NSW Fair Trading • Community Donations Policy • Not for Profit Guidelines - Australian Taxation Office • Tenterfield Shire Council – Local Approvals Policy – Policy Number 3-121 • Tenterfield Shire Council – Fund Raising Stall Application 	

POLICY OBJECTIVES

The purpose of this Policy is to:

- identify Council's position on fundraising practice and expected standards that organisations, public and Council should uphold
- seek to alleviate concerns around the number of fundraising activities held on any one day and the siting allocation allotted to the stall holder by the application
- ensure that fund raising activities do not adversely impact on residents or business operators

POLICY SCOPE

To define the requirement for any person or group seeking to conduct fund raising stalls in accordance with both Legislation and this Policy.

Note: Council has no regulatory role over door knocking charities. Applications for approvals should be made to the NSW Government and NSW Fair Trading.

POLICY STATEMENT

Council recognises the need for community charities/groups to raise funds from the general public to support their activities. However, it is desirable for fund

raising activities in the main business area of Tenterfield to be regulated for a number of reasons including:

- to allow all community charities or groups to approach the public for funds
- to prevent any individual community charity or group from monopolising fund raising in the business areas
- to prevent undue inconvenience or annoyance to the public that may arise by an excess of fund raising activities on any particular day

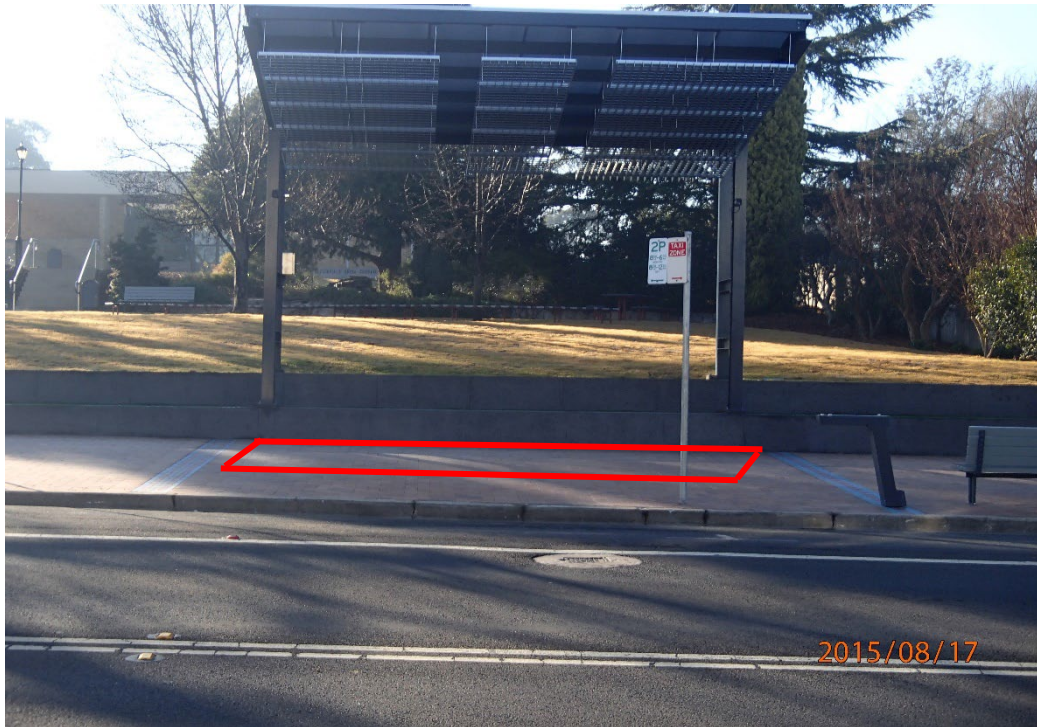
Fund Raising Stall Guidelines and Requirements

- A permit from Council is essential to operate a Fund Raising Stall, and only one fund raising stall will be permitted on any given day
- Fund raising stalls will only be approved for groups demonstrating Tenterfield Shire Council affiliations and which hold a Not-for-Profit Certificate (obtained through the Australian Taxation Office)
- Fund Raising Stalls will only be permitted on Thursdays, Fridays and Saturdays
- The fund raising stall site is to be in front of either "Bruxner Park, Town Square Stage Structure" or 242 Rouse Street, Tenterfield as displayed in the attached photographs
- Fund Raising Raffle display area i.e. Wood Raffle are ONLY to use the one carpark area as defined in the attached photographs. The towing vehicle is to be parked in the Western carpark to the rear of Rouse Street. The type of display is limited to a trailer (single or dual axle) or utility and loads are not to exceed the approved Gross Vehicle Mass (GVM). Trucks are not permitted to utilise the carpark space for the purposes of Fund Raising Stalls
- Fund raising activities must not affect pedestrian traffic movement and public safety
- Applications for a fund raising stall must be made on a Fund Raising Stall application form at least twenty eight (28) days before the proposed date
- Authorised approval will be emailed to the applicant and need to be displayed throughout during the approved time
- Fund raising stall dates cannot be booked more than six (6) months in advance
- Fund raising committees will be permitted to have four (4) fund raising stalls per annum, one (1) in each period January to March, April to June, July to September and October to December
- Where a fund raising stall date remains available seven (7) days or less beforehand, any fund raising committee may take the booking on a 'first come' basis. (Note: This booking will be counted as one (1) of the four (4) bookings allowed each year.)

- The length of the fund raising stall on the footpath is not to exceed 2.5 metres by 1 metre as displayed in the attached photographs
- Volunteers of fund raising committees are not permitted to spruik (i.e. verbally harass a member of the public into buying something) and no amplified speech or noise is to be used
- Food stalls require additional permits for temporary food stalls or mobile vending
- Stall holders must comply with conditions specified in the Charitable Fundraising Regulation 2021. These include:
 - clearly indicating the organisation they represent
 - the collection of money from the occupants of motor vehicles being strictly prohibited
 - secure collection boxes for monetary donations
 - obtaining an Authority to Fundraise through NSW Fair Trading if the organisation raises over \$15,000 in a financial year
- Public Liability Insurance – Prior to the application being approved Council must be in receipt of the organisation’s Public Liability Certificate of Currency to a minimum coverage level as recommended by Council’s insurance brokers. Council accepts no responsibility for any accident or injury arising from any fund raising stall, as its only involvement is granting permission for the stall to be held
- Each nominated organisation must ensure that they abide by the conditions specified in this Policy and in particular the site allocated to them. Council’s authorised officers will patrol fund raising stalls on a regular basis and if a fund raising committee is found to be in breach of this Policy then they may be required to either cease immediately, or move to the designated location, in addition to being precluded from holding a fund raising stall for a period of twelve (12) months

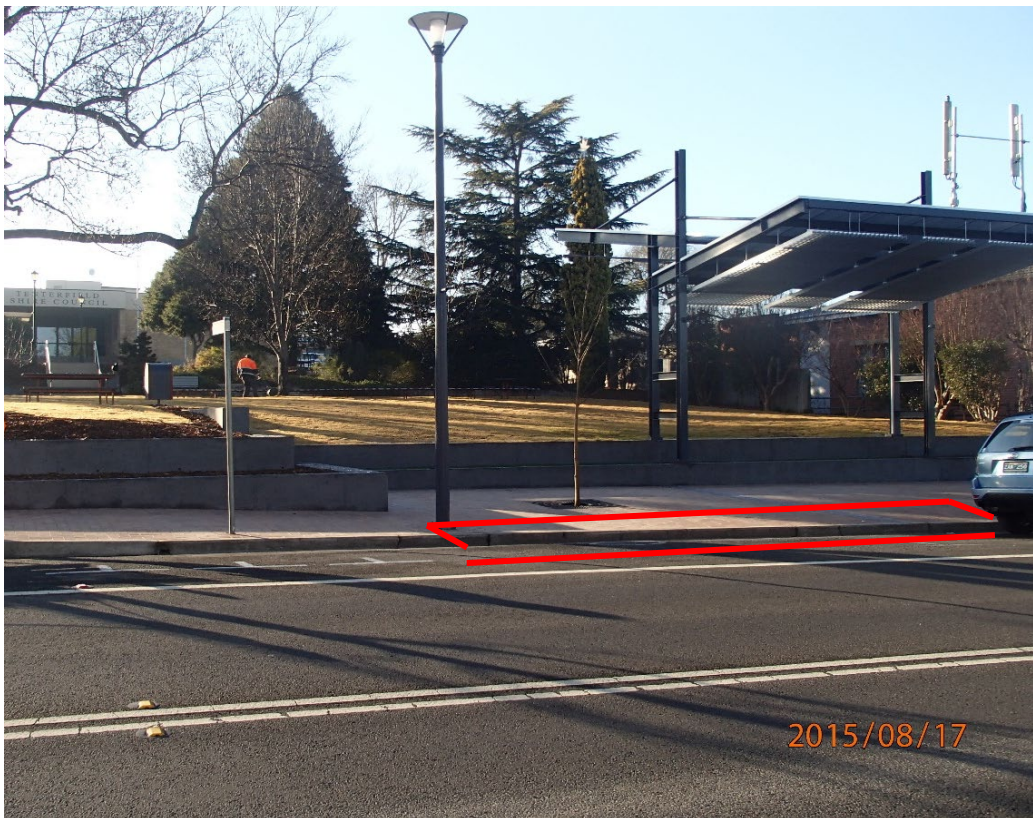
Option 1

Stall Area



Stall Area 2.5 metres long X 1 metre deep

Raffle Display Area



Raffle Display Area for Goods - i.e. Wood Raffles

Option 2

Stall Area



Stall Area 2.5 metres long X 1 metre deep

Raffle Display Area



Raffle Display Area for Goods - i.e. Wood Raffles

POLICY PRINCIPLES

PRINCIPLE	ACTION
Accessibility	- Affording opportunity for Charities to use public spaces under the control and/or management of Council for the purpose of fund raising
Consistency	- Ensuring that similar Fund Raising Stalls and Charities are dealt with in the same way - Acting fairly and impartially, without bias or unlawful discrimination
Customer Service	- Working with charities or individuals to achieve compliance with the law by being approachable, courteous and efficient
Safety	- Proactive risk management - Acting in the best interests of public health and well being - Acting in the best interests to protect property and environment public
Timely Response	- Ensuring Council's response and decision making in respect of Fund Raising Stall applications is timely

ACCOUNTABILITY, ROLES AND RESPONSIBILITY

Council is responsible for monitoring compliance, providing education and advice, and taking enforcement action when needed. Authorised officers will carry identification cards when inspecting fund raising stalls.

- General Manager
- Leadership Executive Management Team
- Manager Planning & Regulation
- Open Space, Regulatory & Utilities Supervisor

are responsible for the development, approval and maintenance of procedures that support Council's policies.

POLICY DEFINITIONS

Definition	Meaning
Charity	A not-for-profit organisation with specific public benefit purposes that are NOT for private gain
Fundraising	The seeking of financial support for a charity or other enterprise
Stall	A stand, booth or compartment for the sale of goods

VERSION CONTROL & CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
V1.0	27/04/00	334/00	Council	Adoption of Original Policy
V2.0	20/09/06	553/06	Council	Review/Amended
V3.0	25/04/09	713/09	Council	Review/Amended
V4.0	22/07/09	1017/09	Council	Review/Amended
V5.0	23/06/10	427/10	Council	Review/Amended
V6.0	23/03/11	145/11	Council	Review/Amended
V7.0	22/08/12	292/12	Council	Review/Amended
V8.0	26/03/14	75/14	Council	Review/Amended
V9.0	23/09/15	304/15	Council	Review/Amended
V10.0	23/08/17	168/17	Council	Review/Amended
V11.0	18/02/21	18/21	Council	Review/Amended
V12.0	21/12/22	248/22	Council	Review/Amended
V13.0	22/06/26	150/26	Administration Assistant	Major Review and Amendment