

Policy

Footpath Trading

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Footpath Trading Policy

1 Policy Objective

This policy sets out the circumstances and conditions that Council will approve the use of the public footway for the purposes of footpath trading.

The Policy aims to:

- Promote the reasonable use of Council footways;
- Value the contribution that well-managed businesses make to the character of the streetscape within the Tweed;
- To maintain pedestrian thoroughfare as the primary purpose of the footway;
- Promote accessibility on the footway by maintaining a safe, clear and consistent thoroughfare for all users including people with mobility of vision impairment; and
- Manage neighbourhood amenity through minimising additional noise, visual and other impacts.

1.1 Definitions

Term	Definition
Blister	an extension of the footpath onto the formed road to create a greater footpath area.
Busking	performance of an activity for the purpose of entertainment, usually in anticipation of voluntary reward. Includes the provision of entertainment in conjunction with any other trading.
Busking Pitch	A site or location where buskers perform. Also otherwise known as footpath trading area.
Display of Goods	For purpose of this Policy, the display of goods is limited to any items or goods intended for sale, including any display stand that is deemed acceptable and safe by Council.
Exempt development	Development that does not need development consent under the Environmental Planning and Assessment Act 1979, but which may still need some other approval, as defined under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
Food and Drink Premises	Taken to have the same meaning as the Standard Instrument which can include a restaurant, café, takeaway, pub and small bar for the preparation and retail sale of food or drink for the immediate consumption on or off the premises.
Footpath dining	Dining on the public road, including the footway, associated with an approved food and drink premises.
Footpath	Footpath means that part of a road as is set aside or formed as a path or way for pedestrian (whether or not it may also be used by bicycle traffic) as defined by the Road Act 1993. Also referred to as Public footpath.
Thoroughfare	The area of the footway maintained for safe and equitable pedestrian circulation which is free from obstructions and assists in wayfinding and navigation. The Australian Human Rights Commission identifies this as the continuous path of travel, which should provide people with a range of disabilities a clear and continuous path free of any obstructions and barriers. The Australian Human Rights Commission supports a continuous path of travel that extends from the property line in order to provide the best possible guidance line for all users including people with vision impairment.

Term	Definition
Pedestrian Safety Barrier	A barrier that prevents patrons within a footpath trading area from easily accessing the roadway, either by intention or accident. Can be either temporary or permanent*. * A permanent pedestrian safety barrier must have owners' consent and development approval under the Environmental Planning and Assessment Act 1979
Street Selling	For the purposes of this Policy the only street selling permitted by Council include mobile selling of goods for the Poppy Day Appeal, Legacy Appeal and Anzac Day Appeal.
Traffic Lane	Part of the road that vehicles are expected to travel along. Excludes parking lanes and the like.
Footpath Trading	For the purpose of this policy, trading refers to the display of goods, busking, ticket selling tables, street stalls for charity and street selling exclusively for Poppy Day Appeal, Legacy Appeal and Anzac Day Appeal; and Council approved community events on the Footway. No other form of footpath trading is permitted by Council.
Vehicle protection barrier	A permanent barrier designed and certified by a structural engineer to withstand a vehicle hitting it at a speed up to 10 km/h at an angle of 15degrees.

1.2 Policy Background

A well-managed footpath promotes equitable access for all people within the Tweed as well as supports local businesses by creating places and streets that enhance the public domain.

Council must manage the public spaces, including the footpath, to provide safe and equal access for all people around the Tweed. The provision of safe and unhindered movement of people on footpaths must acknowledge the needs of all people, including those with a pram or mobility aid, or are blind or low vision or use a wheelchair and require a clear path of travel to be maintained at all times.

This policy also acknowledges that the ability to trade on the footpath can bring financial benefit, increased vitality and community enjoyment, particularly in the case of footpath dining.

This policy reinforces the requirement that pedestrian movement must be safe and unhindered at all times, while also allowing opportunities for beneficial uses on the public footpath.

This policy applies to the use of any footpath within the Tweed Shire Council local government area.

2 Policy

2.1 What approvals are required?

All footpath trading activities on public road, which include a footpath, require an approval under the Local Government Act 1993.

In the case of outdoor dining, approval under the Roads Act 1993 is also required. Most outdoor dining will not need development consent. It will be 'exempt development' and will only need a footpath approval from Council. Outdoor dining that is not exempt will require development consent under the Environmental Planning and Assessment Act 1979.

Local businesses wanting to install a permanent structure as part of their outdoor dining application will require additional approvals from Council. Permanent structures can include permanent pedestrian safety barriers, awnings, windbreaks and other enclosures.

If you are not sure which approvals you need, please talk to Council by calling (02) 6670 2400.

3 General Provisions

3.1 Public Liability Insurance

This section applies to all forms of footpath trading including ticket selling and stalls for charity fundraising, and busking.

1. All footpath trading must be covered by public liability insurance of at least \$20 million - this insurance must be extended to indemnify Tweed Shire Council against any liability arising from trading activities on the footpath.
2. A copy of the insurance policy must be submitted with an application for approval, and include a currency certificate indicating that the insurance premium has been paid and is in an appropriate form.
3. The holder of a footpath trading approval must maintain the insurance policy whilst trading on a footpath and ensure that Council is provided with updated currency certificates as the policy is renewed.

3.2 Approvals and Renewal

All applications must be made on the approved form and accompanied by the relevant fees and documentation. Further details on the Application Requirements can be found in Section 9 of this Policy.

The following approval periods will apply:

- A footpath dining approval is valid for five years and will lapse at the end of this period.
- A busking approval is valid for a period of no more than 12 months, unless it is terminated or suspended.
- Street stall and ticket selling approvals are short term approvals only and are assessed on merit.

At the end of the approval period the approval will lapse. An application for a new footpath trading approval must be made and submitted to Council at least one month before the existing approval expires.

3.3 Change of operator

Legislative requirements stipulate that approvals for outdoor dining is to be given to the operator of the business, and not the business, or the property. This means that when the operator of the business changes, the approval is no longer valid and cannot be transferred to the new owner. A new business operator will need to get a new approval for footpath trading.

If an applicant sells or permanently closes the business it is their responsibility to notify Council within a minimum of 14 days' notice.

3.4 Fees Payable

Fees will be set each year by Council in its annual Schedule of Fees and Charges.

Applicants are responsible for all costs associated with the processing of an approval for outdoor trading, as outlined in the Schedule of Fees and Charges.

All application processing fees are non-refundable and must be paid in full prior to Council processing your application. Where Council has refused an application for any reason, the applicant will not be entitled to a refund of their application fee.

Ticket selling and street stalls will not be subject to any fees provided that the correct application is made to Council and the application is approved by Council.

3.5 Compliance with a footpath trading approval

Operators must comply with the requirements of this Policy and any conditions contained on the operator's licence agreement at all times. Authorised Council officers may order the removal of any items on the footway that are not part of the outdoor dining approval, or otherwise permitted under another approval or policy of Council.

Operators must display the approval notice for an outdoor dining, street stall or ticket selling area in a prominent position. All operators must make the approval notice available to authorised Council officers on request. The approval notice must clearly show the date of commencement, approved hours of operation and approved footpath area.

Any compliance action taken will be in accordance with Council's Compliance Policy.

3.6 Terminating or Suspension of Approvals

Applicants are advised that Council reserves the right to terminate or suspend an approval within 14 days by written correspondence under the following circumstances:

- The Terms and Conditions of the licence agreement are breached, including where any payments remain unpaid for 14 days;
- Unapproved construction of structures or modifications to the approved area or the use of unapproved footpath;
- The use of the footpath area is causing public safety or public access to be compromised;
- The footpath is needed for public works;
- Where there are any other reasonable circumstances, including where the footpath is needed to manage an increase in pedestrians.

In certain circumstances Council may terminate a licence agreement immediately without any notice to the licensee. The termination or suspension of any licence is at Council's absolute discretion and the applicant will not be entitled to any compensation.

3.7 Maintenance and removal of items outside of approved trading hours

An approval holder must collect any litter or refuse or any material resulting from their use of the footpath. Waste must be disposed of appropriately. Hosing, sweeping and disposing any items into the stormwater system including gutter or drains is strictly prohibited. To facilitate cleaning, nothing can be fixed to the footpath.

The storage of any furniture or any other items on the Council footpath outside of the approved hours is not permitted. All items must be stored on private property outside of any approved hours.

3.8 Suitability

Some footpaths may be too narrow or unsuitable to support any form of footpath trading and applicants should seek further advice from Council beforehand.

3.9 Transition Period

All existing licence agreements will remain in effect up until the date they are due to expire or if there is a change of operator, whichever occurs sooner. All new applications and renewals made on or after the date of adoption of this Policy shall comply with the new Policy requirements found in this document.

4 General Design Requirements

The general design requirements apply to all types of approved footpath trading activities. Specific design and trading requirements have been set out further within the relevant sections below and any conditions attached to a Notice of Determination Licence Agreement.

1. The following minimum distances must be applied:
 - a. A two (2) metre unimpeded pedestrian thoroughfare on a footpath must be maintained at all times;
 - b. A minimum clearance of 600mm must be maintained on either side of an entrance to a building or shop;
 - c. Where there is kerbside parking, a 600mm clearance from the kerb edge must be maintained to allow vehicle parking and safe pedestrian access;

- d. Where there is a joining of a kerb and there is a formalised form of pedestrian crossing provided such as a pedestrian crossing or pedestrian access ramp, a two (2) metre clear radius must be maintained;
 - e. Where there is an intersection with no formalised form of pedestrian crossing (ie a pedestrian crossing or pedestrian access ramp), then a three (3) metre clear radius must be maintained;
 - f. Where a loading zone or accessible parking space exists alongside the kerb, the applicant must maintain a minimum of two (2) metre clearance from the kerb edge
 - g. Where a driveway crosses a footpath, a two (2) metre clearance must be maintained on either side of the crossing
 - h. To avoid an unbroken line of obstacles on a footpath and to allow safe pedestrian access to and from the road, a space of 1 metre must be left every 5 metres or where a shop frontage line ends. This is particularly important where there are two premises side by side that have tables and chairs and enclosures or goods on display. Road blisters are excluded from this requirement because they extend onto the roadway and stopping a vehicle for passenger disembarking is illegal.
2. Where possible, the placement of footpath furniture and other approved items along the kerbside of the footpath is preferred. The placement of furniture and other approved items shall only be along the kerbside of a footpath or the building side of a footpath, but not both.
 3. Council street furniture, street trees and bins, telephone booths, telephone/power lines and other Council and public infrastructure must be considered when establishing the thoroughfare.
 4. Public utilities such as water hydrants and stop valves, must be accessible at all times. The placement of heavy or fixed items over utilities and infrastructure is not permitted.
 5. A business can only on the footpath directly opposite the front of the businesses building line. In certain circumstances exemptions may be granted. See Section 5.1.6 for further details.
 6. Businesses are not permitted to approach or canvas pedestrians. Food businesses may promote dining from their shop front after 6pm to patrons displaying interest.

5 Specific Operational & Design Requirements

5.1 Footpath Dining

Outdoor dining areas are to provide a safe and enjoyable outdoor dining experience for customers, while keeping footways safe and accessible to all pedestrians. This section provides applicants with additional specific operation and design requirements for footpath dining approvals.

5.1.1 Eligibility

The Council's footways and public spaces are public land and an approval to use the land for footpath dining is a requirement.

Most outdoor dining will be exempt development and will only need a footway approval from Council. Outdoor dining that does not meet the criteria for exempt development will require development consent.

To be eligible for an outdoor dining approval you have to:

- Be a restaurant, cafe or other food and drink premises

5.1.2 Hours of Use & Extension of Approved Footpath Area

Any approved footpath trading area approved by Council can only be used during the food premises approved hours of operation. All approved footpath dining furniture and ancillary items must remain within the approved footpath area at all times.

Where a food premises approved hours of operation permit and where the applicant can demonstrate that all General Design Requirements can be maintained, Council may permit a temporary increase in the approved footpath area. The following conditions will apply:

- Any temporary increase will only be permitted after 5:30pm on any day;
- A maximum increase of up to 30% may be approved; and

- No additional fees or charges will be applied.

The decision to approve or terminate any approval for the temporary extension of an approved footpath area is at the absolute discretion of Council.

5.1.3 Sale of Liquor

Any food and drink premises intending to serve alcohol must obtain a separate approval from Liquor & Gaming NSW, issued under the Liquor Act. In the case of new licensed premises, the food and drink premises may require development consent first.

If you are not sure if you have development consent to sell liquor from your food and drink premises, please talk to Council by calling (02) 6670 2400.

5.1.4 Footpath Dining Fees Payable

In addition to any processing fees for an approval or renewal, approval holders will also be liable to pay a rental fee for the lease of a Council footpath. These charges are currently based on the size of the footpath dining area and location and are not dependant on the operational hours of use by the food business.

The current fees and charges that apply are covered in the Council's current Fees & Charges Revenue Policy. There are two different fee structures, depending on the location of the footpath dining area:

1. *CBD Street Upgrade Area*, which includes any widened footpath with structures to enhance the streetscape (for example blisters) located along:
 - a. Marine Parade, Kingscliff;
 - b. Coronation Avenue, Pottsville;
 - c. Coast Road, Cabarita;
 - d. Wharf Street, Tweed Heads,
 - e. Shopping Centre Area, Murwillumbah
2. *No Street Upgrade area*, which includes all other areas.

5.1.5 Music

Entertainment and amplified music are not permitted in outdoor dining areas unless approval is granted by Council.

5.1.6 Neighbouring Footpath & Shared Footpath Dining Area

In certain circumstances, footpath dining may be permitted to extend beyond the immediate frontage of the applicant's premises. The extension onto the footpath outside of a neighbouring premises will be at the Council's absolute discretion, and the views of the neighbouring premises will be taken into consideration.

Where more than one food business would like to share an approved footpath area, each food business will be required to apply an approval for footpath dining. Each food business will be liable to pay the full application and rental fees applicable to the approved footpath area. The shared use of an approved footpath dining area will be at the Council's absolute discretion, and the views of other premises will be taken into consideration.

If you would like to extend your approved footpath area outside of your premises frontage or share an approved footpath dining area with a neighbouring food premises please talk to Council's Building and Environmental Health Unit on (02) 6670 2400.

5.1.7 Footpath Dining Design and Operational Requirements

1. The measurement of the 2-metre thoroughfare must include the area required when the dining area is being used, including when chairs are occupied and pushed out from tables.
2. Use of the footpath should provide attractive surroundings in which people may enjoy food and refreshments.
3. Dining Chairs should not be placed with their backs to the kerb line unless the approval includes a suitable pedestrian safety barrier*

4. Footpath dining facilities should contribute to an improvement of the streetscape.
5. Where an outdoor dining area abuts a traffic travel lane. The approval holder must provide a suitable pedestrian safety barrier* (see Figure 2).
6. Surrounding properties and businesses should not be adversely affected by the use of the approved footpath area.
7. Toilet facilities must be provided to patrons in accordance with the Building Code of Australia.
8. The concurrence of the NSW Roads and Traffic Authority will be required before approval is given for footpath trading on classified roads. A "classified road" is defined as a main road, state highway, controlled access road, secondary road, tourist road, tollway or state road.
9. The provisions of the Food Standards Code must be complied with. To reduce the risk of contamination, condiments should be single use and utensils should not be pre-set on tables. Uneaten food should be removed from the outdoor dining area quickly to prevent the attraction of birds and pests.

**see definition of Pedestrian Safety Barrier in this Policy.*

Dining Tables, Chairs and Ancillary items.

10. Where tables and chairs are placed near the kerb and a pedestrian safety barrier is not in place, the tables and chairs must be arranged parallel to the kerb.
11. Tables and Chairs and ancillary items should be designed for commercial outdoor use. They should be strong, durable, waterproof and weather resistant. They should fold or stack for storage. The design must not contain parts that are likely to cause damage to the pavement, or have sharp edges, hinges and other moving parts that may present a hazard to members of the public.
12. Tables and Chairs and ancillary items may be powder coated or polished aluminium, powder coated, brushed or stainless steel, natural or painted timber, or canvas. Surfaces such as table tops should be non-reflective.
13. Planters should be terra cotta, concrete or reconstituted stone in natural, sandstone or terra cotta colour, or powder coated, brushed or stainless steel, or timber in natural deep green or black.
14. It is the applicants' responsibility to ensure that customers do not move any furniture and ancillary items outside of the approved footpath area.
15. Council may require an approval holder to mark the approved footpath area in a manner prescribed by Council.
16. Ancillary items such as umbrellas, enclosures, planters, heaters will be permitted in conjunction with tables and chairs and must be within the agreed area. Ancillary items are included in the per square metre charge.
17. For pedestrian safety, umbrellas must be a minimum of 2.2 metres high from the ground at any point. Umbrellas must be secured at all times in windy conditions. During extremely windy conditions, umbrellas must be completely removed or secured in a closed position.

Figure 1: Example shows a footpath area located next to on-street parking with minimum distances between the footpath dining area and the kerb and neighbouring tenancy and the minimum 2 metre continuous pedestrian thoroughfare that must be maintained at all times.

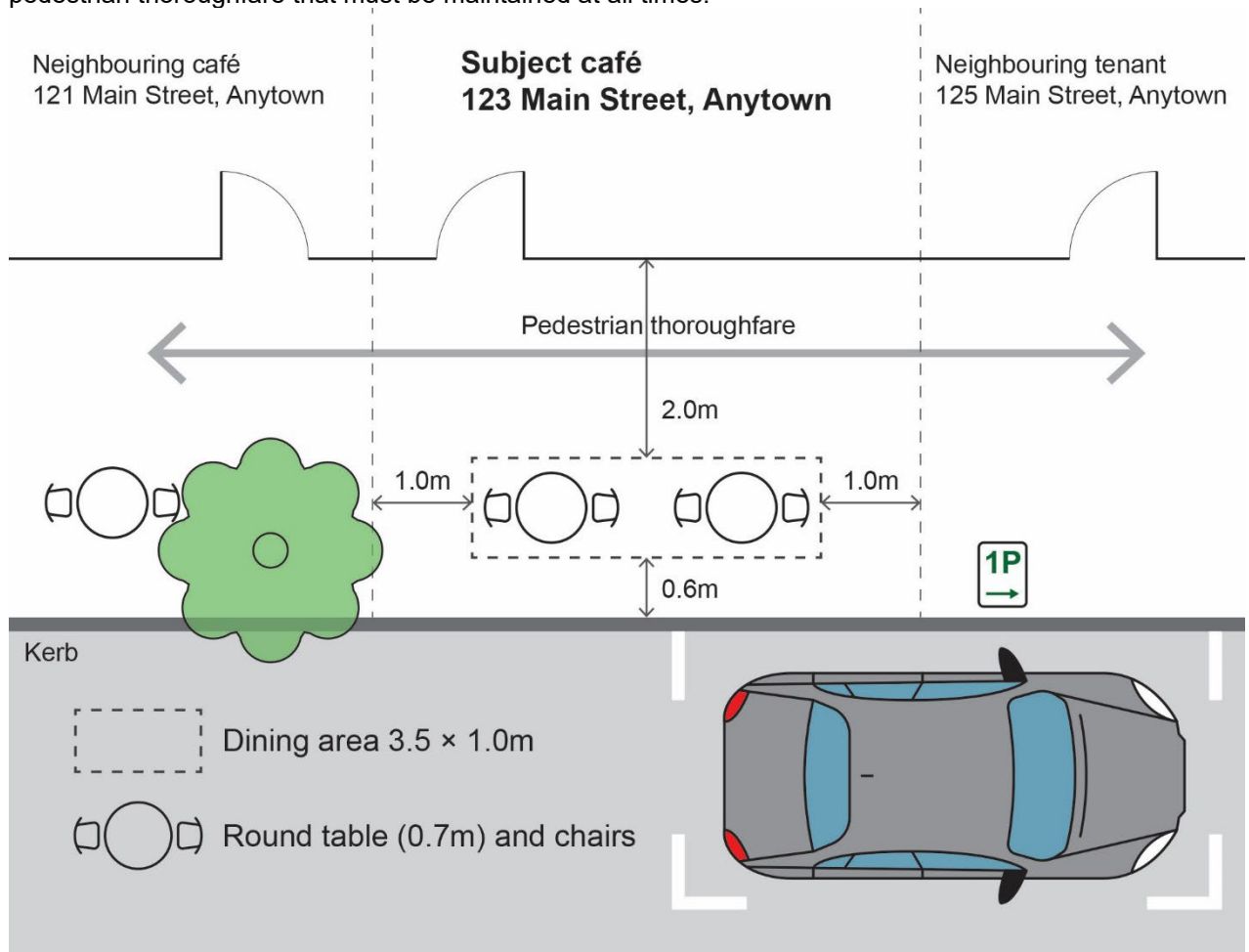
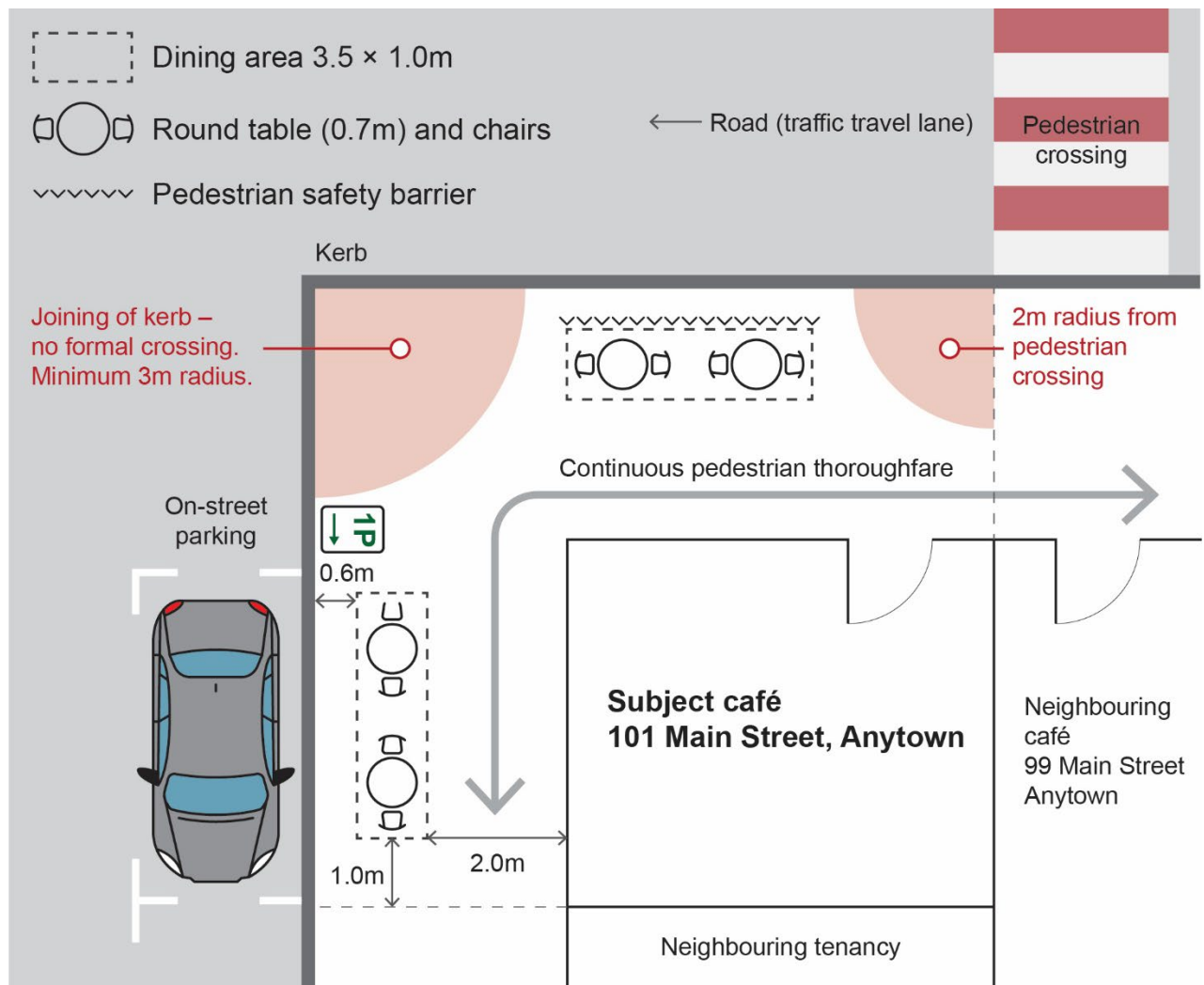


Figure 2: Corner café example showing minimum distances from formalised pedestrian crossings compared to no formalised pedestrian crossing, but where a pedestrian crossing can occur. Example shows where there is a footpath dining area located next to a traffic travel lane, a pedestrian safety barrier is required.



5.2 Footpath Trading Activities – Excluding Footpath Dining

This section applies to all other types of footpath trading activities permitted by Council which include:

- Display of goods
- Busking
- Ticket selling tables and street stalls for charity
- Street selling exclusively for Poopy Day Appeal, Legacy Appeal and Anzac Day Appeal; and
- Community events that may from time to time be permitted by Council

No other form of footpath trading is permitted by Council.

5.3 Display of Goods

This section provides applicants with additional specific requirements around the display of goods on the Council footway. Council's footways and public spaces are public land and an approval to use the land for the display of goods is a requirement.

In addition to complying with Design Requirements outlined in the General Provisions, the display of goods must also comply with the following additional requirements:

1. Where goods are going to be displayed on a stand, the stand must be safe and not pose any risk to members of the public. The stands must be stable and solid and no higher than 1.5-metres;
2. Any goods displayed without the use of a stand, must be stable and solid and no higher than 1-metre;

3. Goods must not be stacked more than two high with a maximum height of 1 metre.

5.4 Busking

The Council's footways are public land and an approval to use of the footpath for busking is a requirement.

In addition to complying with the General Provisions and Design Requirements within this Policy, Buskers must also comply with the following additional requirements:

1. Busking must only take place within the busking pitch approved by Council.
2. The use of amplified music is prohibited.
3. Busking should not create offense due to discriminatory content.
4. Busking is only permitted between the hours of 9am and 9pm.
5. Groups of more than 6 buskers are not permitted other than at approved community events.
6. The use of fire, animals, materials, substances or equipment that may pose a threat to public safety, is prohibited.
7. Children under the age of 16 must be accompanied by a parent or guardian;
8. If complaints are received, an authorised officer of Council may require the busker to move to another location, or terminate or revoke an approval.
9. A busker may be required to demonstrate their 'act' to Council before approval is granted.

5.4.1 Cultural performances

Whilst the practice of Aboriginal and Torres Strait Islander cultures, outdoors and in public places, can be both an entertainment and an economic activity, it is primarily the practice of a cultural right, as articulated in Article 11 of the United Nations Declaration on the Rights of Indigenous People. For this reason, Aboriginal and/or Torres Strait Islander people wishing to practice Aboriginal and/or Torres Strait Islander culture in public and on community land are not required to apply for an approval. The use of fire, animals, materials, substances or equipment that may pose threat to public safety, or that may restrict safe pedestrian travel is not permitted.

5.5 Ticket Selling/Street Stalls for Charity Fundraising

In addition to complying with the General Design Requirements (Section 4) within this Policy, ticket selling and street stalls must comply with the following additional requirements:

1. On any one day, a maximum of 3 Ticket Sellers and one Street Stall may be permitted to operate. However, Council reserves the right to restrict the number of street stall and ticket tables that may be permitted to operate on one day.
2. Street stalls and ticket sellers are restricted to the areas specified in Appendix A.
3. Ticket selling and street stalls for recognised charity fundraising are exempt from the application procedure requirements outlined within Section 8 of this Policy. However ticket selling and street stalls must still apply to Council for approval using the form supplied for this purpose.
4. Any application for permission to operate must be made in the form of a letter to the General Manager. The letter must specify the details of the charity, proposed dates, times and the proposed location. All applications must be accompanied by a copy of the Certificate of Currency for Public Liability Insurance in accordance with Section 3.1 of this Policy.
5. Council reserves the right to withdraw ticket selling and street stalls permission at any time.
6. Ticket sellers and stall holders must not approach or canvas pedestrians. A small unobstructive placard will be permitted.
7. A stall holder or ticket seller offering food for sale must comply with Council's code for the sale of food at markets and one-day events.

6 Blisters

Blisters are Council constructed extensions of the footpath that extend onto the road. Blisters create a larger footpath area for pedestrian crossings or rest areas and can offer a larger area for footpath trading.

The development of blisters are often initiated by Council as part of a street upgrade program. However a blister can also be constructed and paid for by a business. Blisters constructed for businesses allow a footpath thoroughfare to be more easily maintained because the trading area is set aside from the main footpath.

The construction of a new blister will need a separate approval under the Roads Act (s138). Blisters result in the loss of public on-street parking, therefore the applicant will be required to compensate Council for the loss of any parking.

To find out more about what approvals are needed and any additional requirements, please talk to Council's Roads and Stormwater Unit on (02) 6670 2400.

7 Permanent Structures

A permanent structure may include, but will not be limited to, windbreaks, awnings and other enclosures and permanent pedestrian safety barriers.

If an applicant would like to install a permanent structure in association with a footpath trading area, the applicant must obtain owners consent from Council before any development application can be lodged with Council's Planning and Assessment Unit.

Development Consent and any required construction approval must be obtained prior to the installation of any permanent structure associated with a footpath trading approval.

If you would like more information, please talk to Council by calling (02) 6670 2400.

8 Applying for a footpath trading approval

The following section outlines the information required when an application for a footpath trading approval is being prepared:

1. Applications must be made on the form supplied by Council for this purpose.
2. The application must be accompanied by a footpath trading location plan. A footpath trading location plan must be easily understood and allow Council officers to assess the foot trading application efficiently and effectively. The plan must be to scale with clearly marked dimensions. Plans must accurately show:
 - a. the width of the footpath and the proposed outdoor trading area;
 - b. the location of the footpath trading area on the footpath, along with the associated premises, and neighbouring premises;
 - c. location of all existing street fixtures, including benches, trees, poles, bike parking rings, bins, heritage plaques and inscriptions and the like;
 - d. location of transport stops, taxi ranks, parking areas, loading zones, accessible parking zones, pedestrian crossings and street intersections (if any);
 - e. the location of all doorways and service openings;
 - f. the location, height and separation distances of any items used to define the approved footpath trading area;
 - g. the location, height and separation distances of any pedestrian or vehicular safety barrier that may be required by this policy and certified by a qualified engineer; and
 - h. the surface type and slope of the footpath.
 - i. In the case of footpath dining applications:
 - i. layout of the outdoor dining area, including its width, and also any proposed chairs, table, umbrellas, heaters and the like;
 - ii. clearances around the outdoor seating area from trees, the kerb, street furniture, street signs and the like;
3. Applications for footpath trading must also include the following additional information:
 - a. the existing approved hours of operation of the business and the proposed hours of footpath trading area;

- b. in the case of footpath dining, the number of chairs and tables that already exist within the food premises must be provided, as well as the number and location of toilet facilities available to patrons;
- c. coloured images showing the colour, design and construction materials of any ancillary items, chairs, tables and equipment to be located within the proposed area;
- d. coloured images showing the colour, design, construction materials and method of installation of any items used to define the approved footpath trading area;
- e. the colour, design, construction materials and method of installation of pedestrian safety barriers that may be required by this policy;
- f. three colour photographs taken at three different angles of the site and the existing streetscape. The photos must clearly identify any existing street furniture such as trees and lamp posts and any awnings that reach over the public footpath;
- g. the floor area of the display, trading or dining area of the existing business; and
- h. where it is intended to trade outside adjacent businesses, the name, address and nature of the adjacent businesses.

9 Related Legislation

Local Government Act 1993

Roads Act 2003

Liquor Act 2007

10 Compliance

Any enforcement action taken by Council will be in accordance with Council's Compliance Policy.

11 Forms

Application to Use Part of Footpath for Footpath Dining

Approval to Use Part of Footpath for Busking

Approval for Ticket Table/Street Stall Application

12 Review Period

This Policy will be reviewed within 12 months of the election of each new Council or more frequently in the event of any legislative changes or change in circumstances.

13 Useful Links

[Tweed Shire Council website](#)

[Office of Local Government](#)

14 Version Control:

Version #	Summary of changes made	Date changes made
1.3	Major Re-write to enhance content	15/09/2022