

On-Street Activities Operating Guidelines

28 July 2021

administration

PARENT DOCUMENT: [Temporary Use of Public Space Policy](#)

PURPOSE

The City of Adelaide encourage and invite applications that are creative, safe, and complimentary to the location in which they take place. This guideline implements Council's [Temporary Use of Public Space Policy](#) and the principles which guide the approach to how public space can be used and activated for business purposes.

Activities such as fundraisers, handing out flyers and business promotions in public spaces require an On-Street Activities Permit. This operating guideline provides a description of our On-Street Activity permit categories and the key criteria for each activity.

OPERATION

APPLYING FOR ON-STREET ACTIVITY PERMIT

- Complete an [online application](#)
- Provide a copy of any material or samples to be handed out within your online application
- A Certificate of Currency of your Public Liability Insurance with a minimum cover of \$20 million and noting City of Adelaide as an interested party
- If using any infrastructure, a site map including equipment being used and metre² dimensions of space to be occupied.
- For Fundraising/Collections activities: confirmation that your charity is registered with Consumer and Business Services (CBS) or Australian Charities and Not-for-profits Commission (ACNC) or confirmation that your organisation is a not-for-profit or limited by guarantee organisation.
- For Preaching: government issued identification such as Drivers Licence, Passport or student card for all people noted on the application (maximum of four people)

LOCATION

Where and how-to setup your activity (Footpath Clearances or Siting):

All activities in the public realm must be suitably positioned to ensure pedestrians and other City users are able to move freely through public areas. Activities must not obstruct the pedestrian thoroughfare which requires a 1.8 metre footpath clearance at all times and be setback from building entrances / fire exits and street infrastructure such as bus stops, benches, trees etc.

Please note the following locations are not covered under a City of Adelaide permit as they fall within the jurisdiction of other authorities:

- Adelaide Central Market – for further information please visit the [Adelaide Central Market website](#)

- Adelaide Oval River Bank Precinct - for further information please contact the [Stadium Management Authority](#)
- The Adelaide Oval footbridge - for further information please contact the [Department for Infrastructure and Transport](#).
- Adelaide Train Station - for further information please contact [Adelaide Metro](#).
- Within 50 metres of a Major Event (as declared by the Minister under the [Major Events Act 2013](#)). Please contact the event organisers as no activities will be approved by any of the relevant authorities.

ON-STREET ACTIVITY CATEGORIES

Preaching

Groups or individuals may preach religious or moral beliefs within public areas of the City and North Adelaide.

A preaching permit is issued subject to the following conditions:

- All individuals involved (to a maximum of four) must be noted on the permit
- The activities are permitted within the hours of 10:00 am and 10:00 pm daily
- A maximum of 30 minutes is allowed in one location and each location can only be used once a day
- A distance of 50 metres must be maintained from the previous location used and from any other activity including buskers, events or promotions
- If in Rundle Mall, the activity must be conducted within 2 metres of the centre of the Mall.

Fundraising and Collections

Fundraising/Collections and Badge Days Charities that are licensed to collect under the Collections for Charitable Purposes Act 1939 and that are registered with Consumer and Business Services (CBS) or Australian Charities and Not-for-profits Commission (ACNC) can apply for a Badge Day permit.

A Badge Day can be a once-off event or held annually. Examples of annual badge days are:

- Legacy Badge Day (held the first Friday in September)
- Cancer Council's Daffodil Day (held the last Friday in August)

Fridays are the reserved day for Charities to conduct their badge day. Should a public holiday fall on a Friday, the badge day will be held on the last working day prior to the public holiday.

Please note: Only one charity is permitted to collect on a designated Friday and, with many Badge Days held annually, new applicants are encouraged to speak with us to discuss available dates. Other days and dates can be assessed on a case-by-case basis by Council, particularly if there is a date of significance.

Badge Day Permits allow up to two people in each approved location throughout the City and North Adelaide.

Non-Charitable Collection of Money

Fundraising for a non-charitable purpose by not-for-profit groups (without a Consumer and Business Services registration i.e. local sports clubs) can conduct

fundraising for the collection of money, pledges and goods, including the sale of raffle tickets.

Wednesdays are the reserved days for these types of fundraising activities, however other days can be assessed on a case-by-case basis by Council

A Collection of Money Permit allows up to two people in each approved location throughout the City and North Adelaide for a maximum period of three hours, per location.

Where a third-party organisation has been appointed to collect on behalf of a charity, the Business Activation fee may apply.

Survey/Petition

Surveys and petitions are used to engage with the public and help with the collection of research data or to gain support for an important cause.

The topic of the survey or petition must not be offensive to the general public.

A permit for a survey or petition covers up to two people in a designated area for a maximum of three hours. A small table and chairs are permitted to be used for this activity, please note this in your application.

Flyering

Flyering is handing out of items such as pamphlets or discount vouchers in the public realm to raise community awareness or advertise a particular product or business.

Flyers and pamphlets content must not be offensive to the public and not contain third-party advertising.

Flyers cannot be placed on vehicles on any street, road or public place without consent from the driver or vehicle owner.

A Flyering Permit allows up to two people in each approved location throughout the City and North Adelaide for a maximum period of three hours, per location, with a maximum of 3 activations per day.

Handing out Free Samples

Providing members of the public with free merchandise or sealed food products such as packet soup and chocolates (with no obligation placed on the person accepting the sample).

The product (sample) being distributed must not be in direct conflict or competition to a local business. When distributing samples that are offered by a city business, the activity will need to be undertaken at a distance of 50 metres or more away from the city business.

Please supply a photo of the samples with your application.

A Free Samples Permit allows up to two people in each approved location throughout the City and North Adelaide for a maximum period of three hours, per location.

Business Promotion

Refers to the temporary use of a public area (usually adjacent to an existing business) for a promotional activity that engages the public.

Business Promotions will only be approved in locations where there is no direct conflict or competition with a local business.

If marquees or other infrastructure is being used, please supply a simple site map describing the setup, location and metre² of space being used.

OTHER USEFUL DOCUMENTS

Related documents

- [Temporary Use of Public Space](#)

Relevant legislation

- Local Government Act 1999: Section 222
- Collections for Charitable Purposes Act 1939
- By-Law No.1 – Permits & Penalties
- By-Law No.3 – Local Government Land
- By-Law No.4 – Roads

GLOSSARY

Throughout this document, the below terms have been used and are defined as:

Business Purposes: Persons, partnership, organisations or corporations engaged in activity that benefits them.

Preaching: to proclaim, advocate or impress asserted religious or moral truth and right conduct in speech or in writing or to convert or attempt to convert or recruit a person.

Badge Day: Specific days allocated to registered charities to obtain donations.

Business Promotion: Includes activations such as a bike business using a public area for bike repairs during the Tour Down Under or a food business extending their outdoor dining for the Melbourne Cup or one-off events.

ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every **3** years unless legislative or operational change occurs beforehand. The next review is required in **2024**

Review history:

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
ACC2021/40685	CEO	28/7/20201	<i>New Guideline as a result of the permit review.</i>

Contact:

For further information contact the Regulatory Services Program

City of Adelaide
25 Pirie St, Adelaide, SA
GPO Box 2252 ADELAIDE SA 5001
+61 8 8203 7203
city@cityofadelaide.com.au