

	COUNCIL POLICY	POLICY NUMBER
	STREET LIBRARY POLICY	C 039
RESPONSIBLE OFFICER	APPROVAL DATE	REVIEW DUE
General Manager	July 2020	July 2022

1.0 PURPOSE OF POLICY

The purpose of this policy is to establish guidelines that Council officers will use to assess applications for a Street Library Permit.

The policy also aims to provide guidance to members of the public who wish to install a Street Library on Council land or within Council's road reservation or public reserves. The policy will allow the property owner or responsible person to have more control over the management of a Street Library, whilst also minimising risks.

2.0 SCOPE

The policy applies to Council owned land and Council administered land, such as road reserves and Council parks and reserves within the Tasman Municipal area.

It is preferable for the Street Library to be erected on private land, however, where this is not possible, Council may consent to the placement of a Street Library on public land subject to the considerations detailed in this Policy.

3. APPLICATION PROCESS

3.1 *Application Requirements*

An Application for a Street Library Permit must be obtained from Council prior to commencing operation. The following information must be submitted to Council with the Application:-

- Completed Application for Street Library Permit;
- Site plan showing location of proposed Street Library;
- Elevations or photographs of proposed Street Library structure;
- The applicant is required to contact dial-before-you dig via phone or online, and have a search undertaken of any identified underground services and submit the report to Council with their application;
- The Applicant is required to consult with occupants of adjoining properties and obtain their written agreement to the installation of a Street Library.

3.2 *Application Considerations*

Section 56C of the *Vehicle & Traffic Act 1999* states that Council must undertake the following when assessing an application:-

- Consult the police officer in charge of the police district in which the public street is located;

- Have regard to relevant traffic conditions and the safety and convenience of the public; and
- have regard to such other considerations as appear relevant in the circumstances.

In addition, Council Officers will take into consideration the following matters before issuing a Street Library Permit:-

- a) The potential for damage to Council infrastructure or land;
- b) Public nuisance, amenity and safety;
- c) Public access to the area;
- d) The movement of vehicular and pedestrian traffic in the area;
- e) The manner of any proposed advertising;
- f) The nature, size, shape, extent and location of the library;
- g) The availability of suitable parking for motor vehicles; and
- h) Disturbances to local residents

3.3 Location & Structure Requirements

- The Street Library is to be located as close as practicable to the private property boundary where possible;
- The Street Library is not to interfere with car parking, footpaths, or pedestrians moving in the area;
- The Street Library is not to obstruct the road reserve for pedestrian or vehicle traffic or block sight lines;
- The Street Library is to either be affixed to a boundary fence or sufficiently secured to the ground to prevent it falling over;
- The applicant is wholly responsible for the installation of works and for the cost of repairs to damage to any underground services or infrastructure;
- The Street Library is to be located a distance of at least 1m from tree trunks that are less than 30cm in diameter or a distance of 2m from tree trunks greater than 30cm in diameter to protect the health of trees;
- The Street Library must be constructed from weather proof materials, and must not have any sharp edges.
- The Street Library must not be any greater in size than 1.5m(h) x 1.5(w) and 1.5m(d).

3.4 Ongoing Obligations

- Once installation of the Street Library has been completed, the Applicant is to notify Council and submit the completed self-assessment checklist and notification form;
- The applicant is to ensure the Street Library is well maintained and the reading materials are non-offensive;
- The Applicant is required to register their Street Library on the website – www.streetlibrary.org.au;
- Council will provide public liability insurance for the Street Library subject to the Applicant registering as a Volunteer with Council, and completing an online induction as a Volunteer;
- Any rubbish or dumped items placed in or around the Street Library must be removed as soon as possible;
- If it is necessary for the Street Library to be removed, the Applicant is responsible for removing and disposing of all materials and restoring the ground and surrounding areas to a safe condition;

- Council reserves the right to withdraw its consent to the installation, or revoke the Permit, at any time if the Applicant does not exercise their responsibilities as detailed in the Policy and Street Library Permit.
- Council reserves the right to apply further conditions or vary its consent at any time, or to remove the Street Library if circumstances require this action to be undertaken.

REFERENCES:

- Regulatory Services Bylaw No. 1/2018
- Vehicle and Traffic Act 1999

This Policy has been reviewed and adopted by resolution number 15/07.2020/C on 22 July 2020.



Kim Hossack
GENERAL MANAGER

Policy Approved – July 2020

Disclaimer

That this policy be read in conjunction with any or all other Council and/or Management Policies.