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| **APPLICATION TO FUNDRAISE IN BOX HILL OR BRITANNIA MALLS – 2024/25** |

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| **Applicant Details** |
| Applicant’s Name |  |
| Fundraising Organisation |  | Registration No. |  |
| Organisation Postal Address |  |
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| Contact Phone (mobile) |  | Contact Phone |  |
| Email address |  |

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| **Documentation to be attached with this application form** |
| In order for this application to be considered you are required to provide copies of the following documents:* If the fundraising event is to be conducted on behalf of a charitable organisation approved under the [*Fundraising Act 1998*](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt7.nsf/DDE300B846EED9C7CA257616000A3571/857207271FB19594CA257A400007E735/%24FILE/98-78aa032%20authorised.PDF), a letter from that organisation stating that you are collecting on their behalf, must accompany the application
* Current Public Liability Insurance Certificate of Currency for a minimum of 10 million dollars (AU$10,000,000) - Obtain from insurer.
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| **Fundraising Details** |
| **Location (Box Hill or Britannia Mall)** |  |
| **No. of People** |  |
| **Date(s)** |  |
| **Time(s)** |  |

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| **Cost of Permit** |
| Cost of Permit | Nil |

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

The personal information on this form is being collected by Council to enable the processing of this application and for the purpose of administration of relevant Acts, Regulations and Local Laws. The personal information will be used by Council for that primary purpose or directly related purposes only. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments of the information.

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| **Permit Conditions** | * The permit holder must ensure that all the permit conditions are complied with at all times.
* The permit holder must provide evidence of $10 million of public liability insurance for the permit period.
* The permit is not transferable:
	+ Permits are not to be photocopied and the copies used by someone not named on the permit
	+ Permits are not to be leased, sold or given away
	+ No form of advertising of a permit for rent, lease, sale profit or other beneficial or fraudulent consideration of causing such an advertisement to be published is permitted.
* The permit is only valid at the stated location.
* The permit is only valid for the stated times which may only occur between the hours of 7:00am to 7:00pm Monday to Saturday.
* The permit holder must set up in accordance with the [Disability Discrimination Act (1992)](https://www.legislation.gov.au/Details/C2018C00125) principles and relevant codes and standards to provide unobstructed access to others using the area.
* Fundraising collectors must have identification clearly displayed at all times during the collection period.
* Fundraising activities may only occur within the line-marked rectangles at the permitted location at Britannia Mall or Box Hill Mall.
* No sound amplification equipment may be used when fundraising on Council land.
* Council will NOT allow, without a valid Council permit, the installation of permanent structures, including electrical lighting and sound systems on Council land.
* Separate permits are required for furniture such as A-frame display boards, planter boxes, goods on display, tables, chairs, umbrellas and barriers or any other material.
* Any drawings, sketches or other artwork made on any footpath must be easily erasable, in a non-permanent medium such as chalk, charcoal or pastel which cannot be detrimental to the environment.
* The permit holder is not to advertise or associate the fundraising activity with advertising, nor sell or offer or expose for sale, any article or commodity.
* Council requests that the permit holder clean up the site at the conclusion of the activity and thoughtfully disposes of any discarded items and materials.
* The permit must be produced for an Authorised Council Officer on request.
* At the conclusion of the permit period a new application form must be submitted.
* The permit holder will comply with all directions by a member of Victoria Police or an Authorised Council Officer, including a direction that fundraising cease or that the location of the fundraising be moved to lessen congestion or inconvenience to other persons.
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| **Breach of Permit Conditions** | * The permit may be cancelled
* Fines may be issued
* Costs incurred by Council may be charged directly to the permit holder
* Goods or equipment may be impounded
* Future permit applications may be declined
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| **Council Considerations** | In deciding whether to grant a permit Council will take into consideration:* The nature, time, locations and duration of the proposed activity
* Details supplied by the permit applicant
* The suitability of the supporting documentation for this application
* The applicant’s record in applying for similar permits and adherence to permit conditions
* Whether any interference will be caused in relation to other approved activities in the area
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| **How to submit your application?** | * Via email by sending to: customer.service@whitehorse.vic.gov.au
* Via mail by sending to:

Community Safety, Whitehorse City Council, Locked Bag 2, Nunawading Delivery Centre, VIC 3110* In person at one of the Whitehorse City Council Customer Service Centres

**Whitehorse Civic Centre**379 – 399 Whitehorse Road, Nunawading, 3131Phone 9262 6333**Box Hill Town Hall**1022 Whitehorse Road, Box Hill**Forest Hill Chase Shopping Centre**Shop 275, Canterbury Road, Forest Hill |
| **Responses** | * You will be notified in writing. Please allow 10 business days

Note: The permit process may be delayed if the required documentation is not provided, is out of date or insufficient. |
| **Link to further information** | https://qr-code-generator.org/qrcodes/5af7c00367c1ed334f7d30dfb48fa999.png?t=1578521232088<https://www.whitehorse.vic.gov.au/living-working/business/council-public-space/charity-collectors-and-charity-bins> |