

Application for: BUSINESS/ TRADERS PROMOTIONAL EVENT



Approval for Business/Trader to conduct promotion

opportunity » growth » lifestyle

HOW TO COMPLETE THIS FORM

1. Read the 'Conditions of Issue and Use' section before completing this form
2. Fill out all fields correctly using block letters
3. Complete the supporting documentation checklist; and
4. Ensure all supporting documentation is submitted to Council with the completed application form
5. Refer to the 'How to Apply' section for further information.

Please note: The application will not be processed unless all details are completed and all required supporting documentation has been provided.

SECTION 1: APPLICANT DETAILS

Business/Trader details - this section must be completed by the Applicant

Applicants Given Name(s)

Applicants Family Name

Applicant Telephone

Applicant Email address

Name of Business/Trader

Address of Business/Trader

Suburb

State

Post Code

Please outline the purpose of the proposed activities:

SECTION 2: ACTIVITY DETAILS

(2a) Please list your preferred dates:

Organisations are only permitted to conduct activities on any four (4) days per calendar year.

Date

Date

Date

Date

(2b) At what time of day would you like to conduct this activity?

* Activities are only permitted to be conducted between the hours of 9.00am- 5.00pm, Monday to Sunday for a maximum of 2 hours per day.

Activities will not be approved to be conducted on Public Holidays.

Start time

Finish time

(3) Where would you like to conduct the activity?

*Address of property/ business

SECTION 3: SUPPORTING DOCUMENTATION CHECKLIST

The following documentation must be provided to Frankston City Council at the time of application. Applications received without the required documentation will not be processed.

Certificate of Currency (Public Liability Insurance)

* Cover must be current for the date/s requested to conduct the activity and show cover to the value of or greater than \$10 million.

SECTION 4: STATEMENT OF ACCEPTANCE

This section must be completed by all applicants.

I declare that the information I have provided is true and correct. I have read, understood and agree to Frankston City Council's Activities Permit 'Conditions of Issue and Use' and wish to apply for the selected permit to use in accordance with these terms. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for the purposes as stated. I agree to return the permit if my eligibility changes. I acknowledge any information found to be false in support of this application will result in my permit being cancelled.

Applicants Name

Applicants Signature Date

Frankston City Council is committed to protecting your privacy. The personal information you provide on this application is being collected by Frankston City Council for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information required means your application will not be processed. If you wish to gain access to, or alter any information you have applied to Frankston City Council whilst completing this application, please contact Council on 1300 322 322.

HOW TO APPLY

Please detach the completed application form and return with the required supporting documentation to Council via one of the methods below.

Please ensure you keep the 'Conditions of Issue and Use' information for your reference.

† **In Person** Frankston City Council - Civic Centre
30 Davey Street
Frankston VIC 3199

✉ **By Mail** Frankston City Council
PO BOX 490
Frankston VIC 3199

✉ **By Email** Please email the completed application form with the required supporting documentation to: correspondence@frankston.vic.gov.au

PERMIT CONDITIONS

- All applicants must provide a copy of Certificate of Currency (Public Liability Insurance). Cover must be current for the dates proposed to conduct the activity and show cover to the value of or greater than \$10 million.
- Frankston City Council reserves the right to request additional information or documentation that may support the application.
- Up to two (2) representatives are permitted to conduct an activity at any given time.
- A guardian/supervisor must be present at all times if activities are conducted by a minor (under 18) on behalf of the organisation.
- Organisation representatives must not approach, harass or interfere with pedestrians, businesses or other street activities.
- Obstructions or interference to pedestrians, traffic and/or entrances of a business.
- Approval to conduct activities will not be granted on Public Holidays, Days of Significance or Frankston City Council Events.
- Days of Significance – refers to an event and/or day that is recognised by the community as being associated with a particular cause i.e Anzac Day, Remembrance Day. The day of this event will be reserved for the recognised charity specific to the collection of these annual events.
- When more than one (1) trader requests the same date(s), the applications will be processed in the order they were received.
- Priority may be given to campaigns relating to emergency/unexpected events or natural disasters.
- Activities are only permitted for the dates, times and location permitted on the permit.
- Activities must be cancelled if a Code Red – Fire Danger Day Alert is declared by the CFA. All issued permits will automatically be revoked for these dates and it is the responsibility of the organisation to cancel their fundraising activities for these dates.
- Activities must be cancelled if a heat health alert has been issued by the Department of Health. All issued permits will automatically be revoked for these dates and it is the responsibility of the organisation to cancel their fundraising activities for these dates.
- Representative(s) must wear clearly visible identification badges detailing and clearly showing the organisation they are representing and their name. The identification badge is to be worn at all times during the activity.
- Representative(s) must not be under the influence of drugs or alcohol whilst conducting promotional activities.
- Any instruction(s)/direction(s) issued by an authorised officer of Frankston City Council or a member of Victoria Police must be complied with immediately.
- Any instruction(s)/direction(s) issued by an authorised officer of Frankston City Council or a member of Victoria Police not complied with may result in the issuing of an infringement to the individual under Infringement 'Failure to comply with the direction of an authorised officer'.
- The area must be left in a clean state to the satisfaction of Frankston City Council. Any unreasonable damage or spoiling of an asset as a result of the activity will incur a rectification cost.
- Litter dropped must be retrieved immediately. Failure to do so will result in cleaning and/or infringement costs.
- Pamphlets and brochures are not to be handed out.
- Amplification levels must not exceed 65db and must not exceed the distance of 2 metres from the property line or encroach on neighbouring property lines.
- Activities outside the Conditions and Issue of Use are prohibited and subject to enforcement.
- Any permit which is obtained as a result of providing false or misleading information may be cancelled and the Registered Organisation may be ineligible to obtain a permit for a period of twelve (12) months.
- Failure to comply with the Condition and Issue of Use may result in the issuance of an infringement to the organisation representative(s) and/or the organisation, cancellation or withdrawal of the permit(s) and the organisation may be ineligible to obtain a permit for a period of twelve (12) months.
- Frankston City Council reserves the right to withdraw a permit at any time.
- Frankston City Council reserves the right to change the Conditions and Issue of Use of the permit at any time.

Organisations must comply with the following including relevant legislation not listed below:

- Community Local Law 2020