

# Application for Fundraising Permit - Intersection Collections and Door Knocks



*Lifestyle Capital of Victoria*

## How to complete this form:

- Read the “Conditions of Issue and Use” sections before completing this form
- Fill out all fields correctly using block letters
- Complete the supporting documentation checklist
- Ensure all supporting documentation is submitted to Council with the completed application form
- 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

**Fundraising organisation details** – this section must be completed by the Applicant

First name

Last name

Telephone number

Email

Name of Fundraising Organisation

Address of Fundraising Organisation

Suburb

State

Postcode

List the name/s of the Charities' represented by the above organisation

Is your fundraising organisation registered in Accordance with the Fundraising Act 1998?

No

Yes

- Registration number

- Expiry date

Exempt – under which category of exemption (refer to Consumer Affairs Victoria):

## Section 2: Fundraising Time and Date

### (1) Type of Activity?

Intersection collection – please select one location

Nepean Hwy/Beach St, Frankston

Nepean Hwy/Fletcher Rd, Frankston

Other (insert location – requires approval)

Door Knock (Residential areas only)

### (2) Date of Activity

Is the activity to be conducted on a Day of Significance? E.g. Anzac Day, Remembrance Day.

\*1 day of Significance per year, per organisation

Yes - Significant Day

- Date

No - please complete the below (2b)

### (2a) Please list your preferred dates:

Intersection collections and door knocks are only permitted to be conducted on any two (2) days per calendar year, per organisation.

Date

Name of Organisation

Date

Name of Organisation

### (3) Time of Activity

Intersection collections are permitted to be conducted between the hours of 9:00am – 5:00pm, Monday – Sunday. Door knocks are permitted between the hours of 9.00 – 5.00pm, Monday to Friday and 10.00am – 5.00pm Saturday.

Fundraising activities will not be approved on Public Holidays. (Days of Significance exempt)

#### Intersection:

9:00am – 12:00pm       12:00pm – 5:00pm       all day (9:00am – 5:00pm)

#### Door Knocks:

9.00am – 12.00pm       12.00pm – 5.00pm       10.00am – 5.00pm (Saturday)

All day (9.00am – 5.00pm. Monday to Friday)

## 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.

**Please note:** Intersection collections require approval from Victoria Police. Applications to Victoria Police will not be accepted less than 2 months or more than 6 months prior to the proposed date of collection. A copy of the approval letter from Victoria Police is to be provided to Frankston City Council at least 10 days prior to the proposed date. Victoria Police Permit Applications can be found at this address: <https://www.police.vic.gov.au/highway-permit-applications>

## 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 Fundraising Permit "Conditions of Issue and Use" and Victoria Police Conditions and Guidelines, that can be viewed on the Police issued application form 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. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.*

### HOW TO APPLY

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#### **Please ensure you keep any applicable documents for your reference.**

Please submit your completed form with any required documentation and payment via one of the methods below.

#### **† In Person**

#### **via Eftpos, Visa, MasterCard, Amex, cash, cheque or money order.**

Frankston City Council - Civic Centre  
30 Davey Street  
Frankston VIC 3199

Langwarrin Customer Service Centre  
Shop 6, The Gateway  
230 Cranbourne-Frankston Road  
Langwarrin 3910

Seaford Community Centre  
1/6 Broughton Street  
Seaford 3198

#### **✉ By Mail**

#### **via cheque or money order**

Frankston City Council  
PO BOX 490  
Frankston VIC 3199

#### **✉ By Email**

Please email the completed application form with any required supporting documentation to: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

## Intersection Collections

- Applications to conduct an intersection collection must be received by Council at least 12 weeks prior to the proposed date to conduct the activity
- Approval from Victoria Police must be obtained once Council has provided approval. Victoria Police will not accept applications received in less than 2 months or more than 6 months prior to the proposed date to conduct the activity
- A copy of the approval letters from Victoria Police must be provided to Council at least 10 days prior to the proposed date of the activity
- Intersection collections will be approved to take place in the following locations in Frankston:
  - Nepean Highway/Beach St,
  - Nepean Highway/Fletcher Street
  - Other location by approval.
- Fundraising organisations may apply for approval to conduct fundraising activities on any 2 days (these may be consecutive), per 12 month period.
- A maximum of 26 intersection collections may take place per calendar year within the municipality. If this limit is reached, no further applications will be approved
- Fundraising activities are permitted between the hours of 9:00am – 5:00pm Monday to Sunday
- Intersection collections are not permitted during times of rain, wet roads or poor visibility i.e. fog
- A collector must be 16 years of age or older at the time the activity is conducted. A guardian/supervisor, over the age of 18 years of age, must be present at all times if fundraising activities are conducted by a minor on behalf of the fundraising organisation
- Collections of contributions from occupants of vehicles must only be conducted during the red light signal phase. The collection is to stop when the lights turn green and collectors must move in a safe manner to the side of the road or on to the traffic island in the middle of the road where available
- Fundraising organisation representative(s) must not interfere with the pedestrians pushing buttons at traffic signals/pedestrian crossings
- The fundraising organisation is responsible for an intersection collection and must provide signage on every approach leading up to the intersection where the activity is being conducted. The signage must state: CAUTION HIGHWAY COLLECTORS AHEAD". The signage must be secured in a manner that does not obstruct traffic nor impede the visibility of the road use. The distance from the intersection for the signage must be approved by VicRoads. All signage must be removed by the fundraising organisation directly after the activity has ended
- The fundraising organisation representative(s) must not harass or interfere with vehicle driver/passenger(s), pedestrians, businesses or other road/street activities
- Obstructions or interference to vehicles, pedestrians, traffic and/or entrances of a business is not permitted

## Door Knocks

- Applications to conduct door knocks must be received by Council at least 2 weeks prior to the proposed date to conduct the activity
- Door knocks are restricted to residential areas only. Door knocking is not permitted in commercial, industrial or retail areas
- Fundraising organisations can submit 2 applications (maximum 2 weeks duration per application) for approval to conduct fundraising activities per 12 month period
- Fundraising activities are permitted between the hours of 9:00am – 5:00pm Monday to Friday and 10:00am – 5:00pm Saturday
- A collector must be 18 years of age or older at the time the activity is conducted

- The fundraising organisation representatives must not harass or interfere with occupants, pedestrians, home businesses or other street activities
- Obstructions or interference to pedestrians, and other traffic is not permitted

## General Permit Conditions

- Charities need to notify Consumer Affairs Victoria of their intention to fundraise in Victoria to be deemed registered
- Applicants must complete Frankston City Council's Fundraising Permit Application Form and submit it to Council with the required supporting documentation within the required time frame
- 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
- Frankston City Council endeavours to process fundraising permit applications within 10 business days
- Only 1 fundraising organisation will be approved to conduct fundraising activities in a location on any given day
- Approval to conduct fundraising activities will not be granted on Public holidays
- Approval to conduct fundraising activities will not be granted in the last two weeks of December and the first two weeks of January
- 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 and the week leading up to this event will be reserved for the recognised charities. Fundraising organisations may apply for 1 day of Significance per year
- When more than 1 fundraising organisation 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
- Fundraising activities are only permitted for the dates, times and location permitted on the permit
- Fundraising 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 fundraising organisation to cancel their fundraising activities for these dates
- Fundraising activities must be cancelled if a Heat Health Alert has been issued by the Department of Health and Human Services. All issued permits will automatically be revoked for these dates and it is the responsibility of the fundraising organisation to cancel their fundraising activities for these dates
- The fundraising organisation representative(s) undertaking fundraising activities must carry the valid permit at all times
- The fundraising organisation representative(s) must wear clearly visible identification badges clearly showing the organisation/charity they are representing, their name, if they are a paid or volunteer collector and an identification number. Text is to be at least 4mm in height. The identification badge is to be worn at all times during the activity
- The fundraising organisation representative(s) must wear identifiable clothing at all times during the activity. Collectors at intersection collections must wear high visibility clothing
- Collection tins must be secure, clearly labelled and consecutively numbered
- The fundraising organisation representative(s) must not be under the influence of drugs or alcohol whilst conducting fundraising 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. Failure to do so may result in penalties and revoking of permit
- 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
- Fundraising activities outside the Conditions and Issue of Use are prohibited and subject to enforcement
- Display of furniture or use of amplification is not permitted
- Any permit which is obtained as a result of providing false or misleading information may be cancelled and the fundraising organisation may be ineligible to obtain a permit for a period of up to 12 months
- Failure to comply with the Condition of Issue and Use may result in cancellation or withdrawal of the permit(s) and the fundraising organisation may be ineligible to obtain a permit for a period of up to 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 of Issue and Use of the permit at any time

**Fundraising Organisations must comply with all relevant legislation including the below:**

- Community Local Law 2020
- Fundraising Act 1998
- Fundraising Appeals Act 1998
- Road Safety Road Rules 2017
- Victoria Police Guidelines and Permit Conditions for Highway Collection Permits.
- Road Safety (Traffic Management) Regulations 2019