

Application for: FUNDRAISING PERMIT

Approval to conduct Charity Collections, Intersection Collections and Door Knocks



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

Fundraising organisation details - this section must be completed by the Applicant

First Name

Last Name

Telephone

Email

Name of Fundraising Organisation

Address of Fundraising Organisation

Suburb

State

Post Code

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

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

* Charity collections are only permitted to be conducted between the hours of 9.00am- 5.00pm, Monday to Friday. Intersection collections are only permitted to be conducted between the hours of 9.00am – 5.00pm Monday – Sunday. Door knocks are only permitted to be conducted between the hours of 9.00am – 5.00pm, Monday to Friday and 10.00am – 5.00pm Saturday.

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

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

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 also require approval from Victoria Police. Applications to Victoria Police will not be accepted less than one (1) month or more than six (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.

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 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

Detach the completed application form and return with the required supporting documentation to Council via one of the following methods:

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** Email the completed application form with the required
supporting documentation to: info@frankston.vic.gov.au

CHARITY COLLECTIONS

- Applications to conduct a charity collection must be received by Council at least two (2) weeks prior the proposed date to conduct the activity.
- Charity collections will only be approved to take place in the Cinema Forecourt, Wells Street Frankston. Please refer to map/plan for location.
- Fundraising organisations can apply for approval to conduct fundraising activities on any two (2) days per calendar month (these may be consecutive), per twelve (12) month period.
- Fundraising activities are permitted between the hours of 09.00am – 5.00pm Monday to Friday.
- Up to three (3) representatives (inclusive of a team leader/supervisor) of the fundraising organisation are permitted to fundraise at any given time.
- A guardian/supervisor must be present at all times if fundraising activities are conducted by a minor on behalf of the fundraising organisation.
- The fundraising 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 is not permitted.

INTERSECTION COLLECTIONS

- Applications to conduct an intersection collection must be received by Council at least eight (8) 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 one (1) month or more than six (6) months prior to the proposed date to conduct the activity.
- A copy of the approval letters from both Victoria Police must be provided to Council at least ten (10) days prior to the proposed date of the activity.
- Intersection collections will only be approved to take place in the following locations in Frankston: Nepean Highway/Beach St, Nepean Highway/Fletcher St or other location by approval.
- Fundraising organisations can apply for approval to conduct fundraising activities on any two (2) days (these may be consecutive), per twelve (12) month period.
- A maximum of twenty six (26) intersection collections may take place per calendar year within the municipality.
- Fundraising activities are permitted between the hours of 09.00am – 5.00pm Monday to Sunday.
- Intersection collections are not permitted at night (between sunset and sunrise) or during times of rain, wet roads or poor visibility i.e fog.
- A collector must be sixteen (16) years of age or older at the time the activity is conducted. A guardian/supervisor 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 pedestrian push 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 Vic Roads. All signage must be removed by the fundraising organisation directly after the activity has end.
- 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 two (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 two (2) applications (maximum of two weeks duration per application) for approval to conduct fundraising activities per twelve (12) month period.
- A maximum of twenty six (26) door knocks may take place, per calendar year within the municipality.
- Fundraising activities are permitted between the hours of 09.00am – 5.00pm Monday to Friday and 10.00am – 5.00pm Saturday.
- A collector must be eighteen (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 traffic is not permitted.

PERMIT CONDITIONS

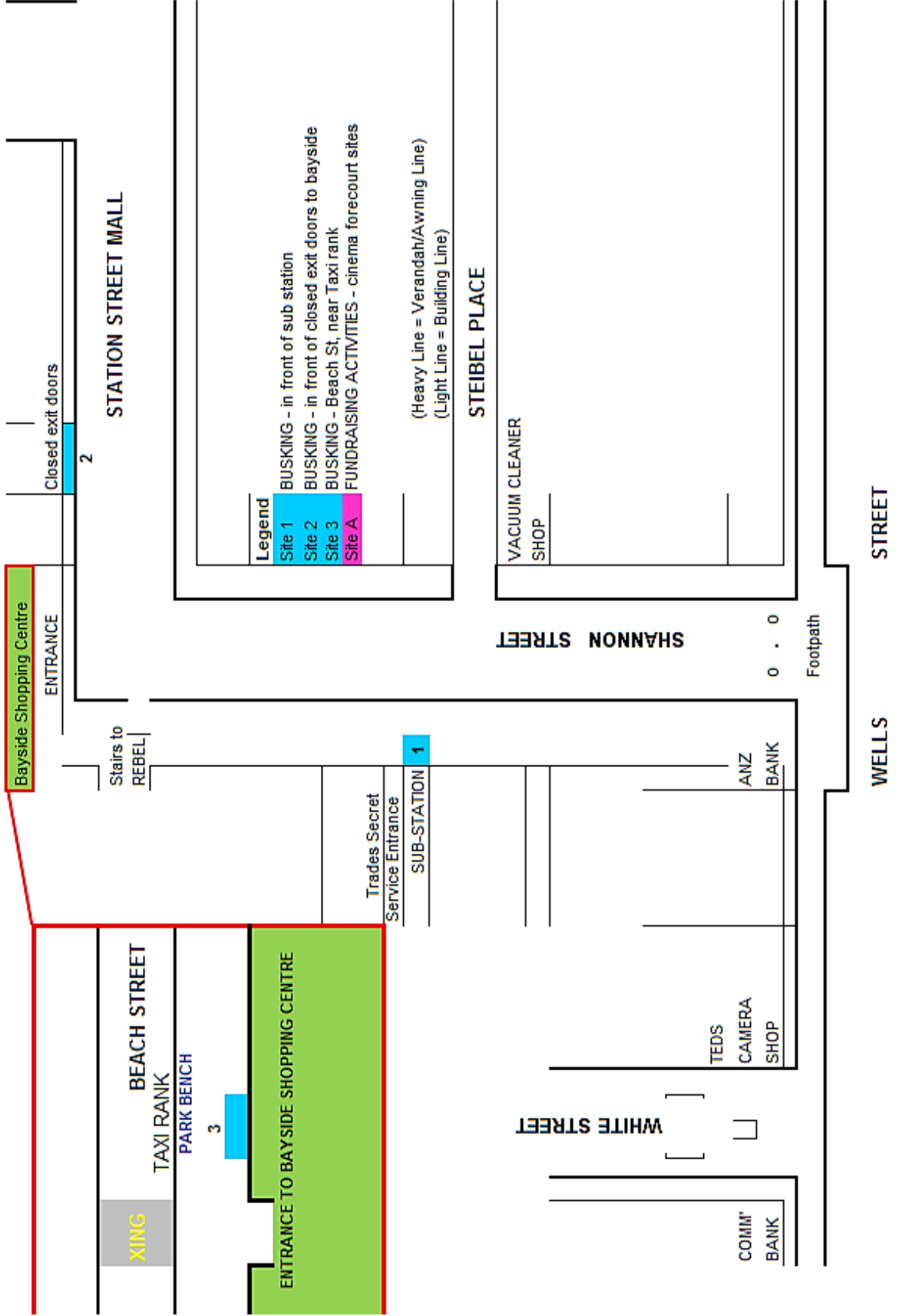
- Applicants must be a registered fundraising organisation with Consumer Affairs Victoria unless identified as and exempt organisation/activity from fundraising registration with Consumer Affairs Victoria.
- Applicants must complete Frankston City Council's Fundraising Permit Application Form and submit 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 one (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 this event and the week leading up to will be reserved for the recognised charity specific to the collection of these annual events. Fundraising organisations may apply for one (1) Day of Significance per year.
- When more than one (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. 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 a valid permit at all times.
- The fundraising organisation representative(s) must wear clearly visible identification badges detailing and clearly showing the fundraiser 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 visible 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.
- 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.
- 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 twelve (12) months.
- Failure to comply with the Condition and Issue of 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 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.

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

- Community Local Law 2020
- Fundraising Act 1998
- Fundraising Appeals Act 1998
- Road Safety Regulations 2009
- Victoria Police Guidelines and Permit Conditions for Highway Collection Permits

CHARITY STALL LOCATIONS - FRANKSTON C.B.D.



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BAYSIDE CINEMA AND ENTERTAINMENT COMPLEX