Activities Permit Application

A4882877

Promotions, Petitions, Business Promotions, Sausage Sizzles and Cake Stalls

How to complete this form:

- Read the 'Conditions of Issue and Use' section before completing the 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 Submit' 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

Organisation details – this section must be completed by the Applicant

Surname

First name

Telephone number

Email

Name of Organisation

Address of Organisation

Suburb

State

Postcode

Please outline purpose of proposed activities:

Section 2: Activity Details

(1) What type of activity are you applying for approval to undertake?

☐ Promotion/Charity Collection/Sausage Sizzle/Cake Stall

☐ Petition/Raffle

☐ Other -

(2) When would you like to conduct the activity?

(2a) Is the activity to be conducted on a Day 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

☐ Yes - Particular cause

- Date

☐ No - Please complete the below (2b)

(2b) Please list your preferred dates

Organisations are only permitted to conduct activities on any two (2) days per calendar month, per twelve (12) month period

Date

Date

Date

Date

Date

Date

(2c) 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.

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

☐ 9.00am – 12.00pm ☐ 2.00pm – 5.00pm ☐ 9.00am – 5.00pm

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

*Activities are generally only permitted to be conducted in Wells Street, Frankston (Cinema Forecourt) and Beach Street, Frankston (near Bayside Shopping Centre entrance). Activities may be conducted at both locations concurrently and other locations may be considered upon request.

☐ Wells Street (Cinema Forecourt) ☐ Beach Street

☐ Other location: ☐

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 $20 million.

☐ **Will you be serving food? (including Sausage Sizzles or Cake Stalls)**

If you will be providing 'Class 4' foods please read the relevant sections of the 'Permit Conditions and Issue of Use' at the end of this document. If selling food for a voluntary donation, such as a 'gold coin donation', or giving away food, the organiser does not need to be registered with, or have notified, council through FoodTrader. They must, however, still complete this form. If considering foods that are not Class 4 then please contact our Environmental Health Department on 9784 1915 for further information before completing this form. See also our "BBQs/Sausage Sizzles/Cake Stalls – Summary Sheet".

☐ **Will your activity impact on traffic or require the use of a parking bay?**

If you will be impacting or will require the use of a parking bay a Traffic Management Plan will be required and the applicable fee paid for the use of a parking bay.

☐ **Will your activity involve amusement rides or jumping castles?**

If your activity will have an amusement ride or jumping castle, you will be required to provide to engineer's certificate of compliance (VBA Certificate of Compliance for Proposed Building Work (issued by an engineer) on a prescribed form) and the public liability certificate of currency of the amusement ride provider

☐ **Will your activity involve running cables, using face paint, setting up a marque or using vehicles on the footpath?**

You will need to complete and submit a risk assessment outlining how you will ensure these tasks are completed properly and safely. You will also need to provide the public liability insurance of any contractors undertaking these tasks.

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.

Applicant's name

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 or contact Council's privacy officer on 1300 322 322.

HOW TO SUBMIT

Please ensure you keep any applicable documents for your reference.

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

In **Person**	Frankston City Council - Civic Centre Centre 30 Davey Street Frankston VIC 3199 Seaford Community Centre 1/6 Broughton Street Seaford 3198	Langwarrin Customer Service Shop 6, The Gateway 230 Cranbourne-Frankston Road Langwarrin 3910
By **Mail**	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	

Permit Conditions and Issue of Use

General Permit Conditions

- Charities need to notify Consumer Affairs Victoria of their intention to fundraise in Victoria to be deemed registered
- Applicants must complete this 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 $20 million
- Frankston City Council reserves the right to request additional information or documentation that may support the application
- Frankston City Council endeavour to process this permit application within 10 business days
- Only 1 organisation will be approved to conduct activities in a location on any given day
- Organisation representatives must not approach, harass or interfere with pedestrians, businesses or other street activities
- Entries to businesses must be free of obstructions or interference to pedestrians and traffic
- Approval to conduct activities will not be granted on Public Holidays
- Approval to conduct 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 one (1) 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
- 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 activities for these dates
- Activities must be cancelled if a Heat Health Alert has been issued by the Department of Health (DH). All issued permits will automatically be revoked for these dates and it is the responsibility of the organisation to cancel their activities for these dates

- The organisation representative(s) undertaking activities must carry the valid permit at all times
- The 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 organisation representative(s) must wear identifiable clothing at all times during the activity.
- The organisation representative(s) must not be under the influence of drugs or alcohol whist conducting 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 and possible 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
- Pamphlets and brochures are not to be handed out by a person. Pamphlets and brochures may be displayed on a table available for members of the public to collect if they wish.
- The use of one (1) table is permitted
- Amplification is not permitted
- 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 organisation may be ineligible to obtain a permit for a period of twelve (12) months
- Failure to comply with the Permit Conditions 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 Permit Conditions at any time
- Applications to conduct an activity or 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

- Up to three (3) representatives (inclusive of a team leader/supervisor) of the organisation 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 on behalf of the organisation
- Display of an advertising sign may be displayed against a table. A-frame signs are not permitted
- Pamphlets and brochures are not to be handed out by a person. Pamphlets and brochures may be displayed on a table available for members of the public to collect if they wish
- 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

Sausage Sizzles/Cake Stalls

- If selling food for a voluntary donation, such as a 'gold coin donation', or giving away food, the organiser does not need to be registered with, or have notified, council through FoodTrader. They must, however, still complete this form.
- If selling the food for profit the organiser must be registered with FoodTrader and have a Statement of Trade submitted for the event. Subsequent activities then only require a Statement of Trade (SOT) be sent to council.
- The sausage sizzle should only involve 'Class 4' foods such as cooked sausages, bread, onions, and sauces. All cakes and biscuits should be wrapped and labelled and must not require refrigeration.
- Other 'Class 4' foods and drinks include bottled drinks, uncut/whole fresh produce, slushies, coffees and teas.
- The area where the sausage sizzle takes place, must be kept clean and tidy and a tarpaulin used to protect the pavement
- The sausage sizzles and cake stalls should normally be held directly in front of the property
- Where an activity is taking place in the trading zone then, under Council's Kerbside Trading Guidelines, 1.8 metres must be left clear from the property line for pedestrians
- Please also refer to the 'Guide for community not for profit groups" guideline documents for sausage sizzles and cake stalls on the Department of Health website Community group food fundraisers (health.vic.gov.au)
- Whilst not compulsory it is recommended that anyone handling food at the event undertake the 'Free food handler learning program' https://dofoodsafely.health.vic.gov.au

Raffles

- Whilst an Activities permit application is required to be submitted, Council does not regulate raffles, please refer to the Victorian Gambling and Casino Control Commission, VGCCC Raffle Frequently Asked Questions (FAQs) https://www.vgccc.vic.gov.au/gambling/raffle/licensee-resources/faqs

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

- Community Local Law 2020
- Fundraising Act 1998 (Vic)
- Fundraising Regulations 2019 (Vic)
- Road Safety Regulations 2019