

HUME CITY COUNCIL FUNDRAISING ACTIVITY APPLICATION FORM

ABN 14 854 354 856
1079 Pascoe Vale Road, Broadmeadows Vic 3047
Correspondence: PO Box 119, Dallas Vic 3047
Telephone: 03 9205 2200
Email: contactus@hume.vic.gov.au
www.hume.vic.gov.au

TYPE OF PERMIT

- FUNDRAISING APPEAL (RAFFLE, CASH COLLECTION)
- PLEDGE PROGRAM (DIRECT DEBIT SUBSCRIPTION)
- DOOR KNOCK

NAME OF APPLICANT: _____

COMPANY/ORGANISATION: _____

POSTAL ADDRESS: _____

POST CODE: _____

BH _____

M _____

AH _____

EMAIL: _____

DATE: _____

TIME: _____

LOCATION (SPECIFY ADDRESS): _____

NAME OF CHARITY/ORGANISATION COLLECTING ON BEHALF OF: _____

REQUIRED DOCUMENTS

- I have attached a current copy of my public liability insurance to the value of \$10,000,000 valid for the period of the permit noting Councils interest. Yes No
- I have also attached proof of being a charitable organisation. Yes No

APPLICATIONS CAN NOT BE PROCESSED WITHOUT ALL INFORMATION COMPLETED AND SUPPORTING DOCUMENTS PROVIDED



APPLICANTS SIGNATURE: _____

DATE: _____

Fundraising activities are subject Council approval. Applications will not be accepted less than ten (10) business days or more than three (3) months prior to the proposed date of fundraising activity.

Privacy Statement: Council is collecting the personal information on this form for the purpose of gathering information applicable to this permit application. The information will be used for issuing the permit and will not be disclosed to any other party except as required by law. If you fail to provide this information, the delays will be experienced in the issuing of this permit. You may access this information by contacting Council on 9205 2200.



HUME CITY COUNCIL FUNDRAISING ACTIVITY CONDITIONS

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FUNDRAISING ACTIVITIES:

- Applicants may need to apply to the Office of Fair Trading & Business Affairs for permission to conduct the appeal.
- All participants/collectors must abide by the Fundraising Appeals Act 1998, the Transport Act 1983, the Road Management Act 2004 and the Road Safety Act 1999, and Regulations made thereunder.
- The collection is to be conducted in accordance with the Charities Act.
- No fundraising activity is to be held between sunset and sunrise.
- The fundraising activity is not to obstruct any pedestrian or vehicle traffic.
- A copy of your Public Liability Insurance to \$10 million noting Councils interest must be provided with application.
- All participants/collectors must hold a copy of the permit issued by Council and make the permit available upon request.
- All organisations (including promotional companies representing the interests of another organisation or company) may only receive a maximum of **twelve (12) permits per calendar year, one (1) per month.**
- The participants/collectors linked to the use of a permit shall not cause any nuisance whilst conducting the fundraising activity.
- All participants/collectors linked to the use of a permit must wear a badge which is clearly read by the public and authorised officers and show the name of the registered charitable organisation they are collecting for.
- Any signs placed are removed immediately after the cessation of the fundraising activity.
- The group is responsible for the removal of any litter emanating from the fundraising activities immediately as it occurs.
- No person collecting pledges or donations on behalf of a permitted organisation will continue to speak to, follow a person or make further requests of a person if such request for a donation or pledge has been denied by the person approached.
- Council reserves the right to revoke this permit at any time if in the opinion of an authorised officer; any condition of this permit is being breached.
- All participants/collectors must abide by Hume City Council's General Local Law No. 1 -2013
- The Environment Protection Act 1970 places certain stipulations on persons distributing material such as leaflets which may become litter. If distribution of leaflets is to occur, the applicant must provide the following information:
 - How the document will be distributed.
 - The name and address of the person responsible for distributing the document (required under Section 45P of the EPA).
 - The name and address of the person depositing the document (required under Section 45Q of the EPA).
 - How the applicant will ensure that the document doesn't become litter (litter management plan). Section 45R states that a person who commissions the document must ensure that the document is distributed in a way that prevents it from becoming litter.

HUME CITY COUNCIL FUNDRAISING ACTIVITY GUIDELINES & INFORMATION

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GUIDELINES & INFORMATION FOR FUNDRAISING ACTIVITIES:

Who can apply?

Fundraising permits are generally granted for charitable organisations, local non-profit groups and other organisations such as:

- National & international charities;
- local churches;
- non-profit clubs; and
- other local charities,

Provided the organisation can provide written proof of being a charitable organisation/non-profit clubs/organisation.

First consideration for permits will always be given to local charities/groups & non-profit organisations.

Council accepts no responsibility for any property damage, injury or financial loss arising out of the running of a fundraising event.

When can I apply?

Fundraising activities are subject Council approval, applications will not be accepted less than ten (10) business days or more than three (3) months prior to the proposed date of fundraising activity.

How often can I apply?

All organisations (including promotional companies representing the interests of another organisation or company) may only receive a maximum of **twelve (12) permits per calendar year, one (1) per month.**

How do I apply?

You must complete the application and provide all relevant documentation in order for your application to be processed. You can lodge your application using the following options:

👤 **In person:**
1079 Pascoe Vale Road Broadmeadows 3047
44 Macedon Street Sunbury 3429
75-95 Central Park Avenue Craigieburn 3064
Office hours are Monday to Friday 8.00am-5.00pm

📧 **By post:**
Hume City Council, PO Box 119, Dallas 3047

✉ **By email:**
contactus@hume.vic.gov.au

Council fundraising authority is issued and is only provided whilst all conditions contained therein and the condition/s of the permit issued is complied with. Failure to comply with all conditions may result in this authority being withdrawn.

How much does it cost?

Council does not charge a fee for fundraising activity permits.



Please note:

Different conditions & information required may apply depending on which type of fundraising permit you need. Council will not issue on going yearly permits for any type of on street activity, dates are subject to availability and therefore Council strives to uphold the protection of the public interest in relation to all street activities. For that reason, it is ultimately the permit holders' responsibility to apply and/or re-apply for a permit if they wish to conduct an activity.