

HUME CITY COUNCIL STREET STALL & LEAFLET DISTRIBUTION 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

- DISTRIBUTION OF LEAFLETS
- STREET STALL - RAFFLE TICKETS/SALE OF FUNDRAISING ITEMS FROM FOOTPATH

|NAME OF APPLICANT: _____

|COMPANY/ORGANISATION: _____

|POSTAL ADDRESS: _____

_____|POST CODE: _____

|☎ BH _____ |☎ M _____ |☎ AH _____

|✉ EMAIL: _____

|DATE OF EVENT: _____ |START / FINISH TIMES: _____

|LOCATION (SPECIFY ADDRESS): _____

|ACTIVITY DESCRIPTION: _____

STALL INFORMATION

NUMBER & DESCRIPTION OF TEMS TO BE PLACED ON FOOTPATH (E.G. 1 TABLE, 2 CHAIRS):-

HEIGHT OF STALL: _____ |WIDTH OF STALL: _____

|OTHER ITEM/S: _____

|DISTANCE EXTENDING FROM SHOP FRONT: _____

|WIDTH OF SHOP FRONT USED BY DISPLAY: _____

|WIDTH OF FOOTPATH: _____

|PROPOSED MANAGEMENT AND REMOVAL OF LITTER (IF ANY): _____



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OTHER INFORMATION:

PHOTOGRAPH AND/OR SKETCH PLAN OF AREA:

REQUIRED DOCUMENTS ATTACHED

- | | |
|---|--|
| • 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • I have attached proof/credentials of being a charitable organisation and/or proof of being a organisation. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • I have attached a copy of a sketch plan, or photograph of the display structure/s I propose to use. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • I have attached a copy of the leaflets being distributed, where applicable. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • I have obtained consent from the owner/business proprietors of which the activity is being conducted in front of. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • I have attached the appropriate permit from the Hume City Council Health Department as food is being handled. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Applicants may need to contact the Victorian Casino & Gaming Authority (VCGA) being the statutory body established under the Gaming and Betting Act 1994, where applicable for the activity being conducted.

I have read the "Conditions and Information" and agree to comply with all Conditions stipulated. I understand that I am not to display my advertising sign, goods, tables and chairs, or operate until a permit has been issued.



APPLICANTS SIGNATURE:

DATE:

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 STREET STALL & LEAFLET DISTRIBUTION 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 can be 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.

DISTRIBUTION OF LEAFLETS:

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.
- Copy of Public Liability Insurance to \$10 million noting Councils interest.



Permission will not be granted to place leaflets on parked vehicles.

HUME CITY COUNCIL STREET STALL & LEAFLET DISTRIBUTION GUIDELINES & INFORMATION

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GUIDELINES & INFORMATION FOR STREET STALL & LEAFLET DISTRIBUTION:

When conducting a Street Stall, to ensure footpath management standards are met, three (3) footpath zones apply:

- Pedestrian Zone,
- Trading Zone,
- Kerbside Zone.

Pedestrian Zone

The pedestrian zone is an unobstructed pedestrian footpath corridor not less than 1.8 metres in width.

To ensure a continuous and accessible path of travel, no furniture, signage or displays of goods are permitted within the pedestrian zone at any time.

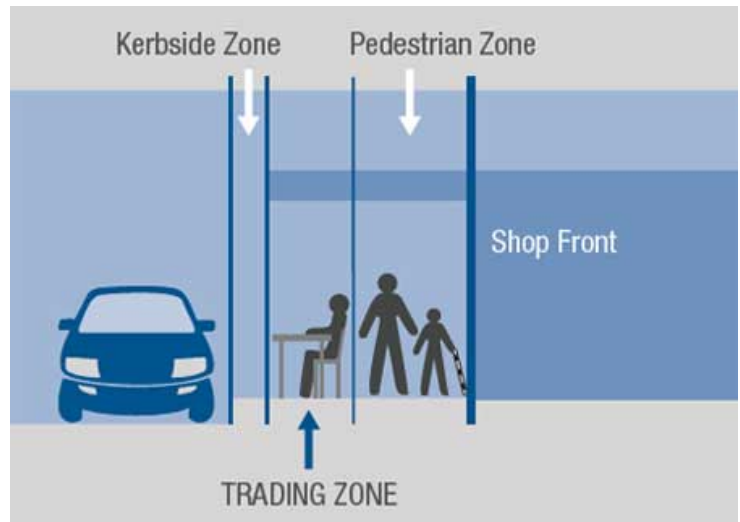
Trading Zone

The trading zone is the space between the pedestrian zone and the kerbside zone.

The Street Stall, and all associated items must be contained within this zone at all times.

Kerbside Zone

The kerbside zone is the area between the gutter and the trading zone (the kerbside zone is typically 1 metre from the gutter).



Any structure(s) being placed MUST be weighed down to ensure the safety of the public.

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Who can apply?

Street Stall & Leaflet Distributions 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 street stall & leaflet distribution activity.

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 street stall & leaflet distribution 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 Street Stall and Leaflet Distribution 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.

