

HUME CITY COUNCIL HIGHWAY COLLECTION 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

HIGHWAY COLLECTION

NAME OF APPLICANT: _____

COMPANY/ORGANISATION: _____

POSTAL ADDRESS: _____

POST CODE: _____

BH _____

M _____

AH _____

EMAIL: _____

NAME OF CHARITY/ORGANISATION COLLECTING ON BEHALF OF: _____

DATE OF EVENT: _____

START / FINISH TIMES: _____

MAXIMUM OF 3 INTERSECTION LOCATIONS PER EVENT:

1. _____

2. _____

3. _____

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: _____

Highway Collections are subject to Victoria Police approval, as per their requirements, applications will not be accepted less than one (1) month or more than six (6) months prior to the proposed date of Highway Collection.



HUME CITY COUNCIL HIGHWAY COLLECTION CONDITIONS

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HIGHWAY COLLECTION CONDITIONS:

- Written permission must be obtained from the Commissioner of Police, pursuant to section 28(3) and 28(4) (all parts) of the Road Safety (Traffic Management) Regulations 2009.
- Applications must apply to the Officer of Fair Trading & Business Affairs for permission to conduct the appeal, where relevant.
- 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 1986, and Regulations made thereunder.
- 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.
- No highway collection is to be held between sunset and sunrise, pursuant to section 28(2) of the Road Safety (Traffic Management) Regulations 2009.
- The collection is not to obstruct any pedestrian or vehicle traffic.
- All participants/collections must hold a copy of the permit issued by Council and make permit available upon request.
- No Highway Collection shall take place at an intersection located in a speed zone greater than 70 kilometres per hour as per Victoria Police conditions.
- Any signs placed are removed immediately after the cessation of the activity.
- Council permit will be issued and is only provided whilst all conditions contained therein and the condition/s of the permit issued by Victoria Police is complied with. Failure to comply with all conditions may result in this authority being withdrawn.
- 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.**

ADDITIONAL CONTACT INFORMATION:

VICTORIA POLICE

PHONE: (03) 9247 5714

EMAIL: roadpermits-oic@police.vic.gov.au



HUME CITY COUNCIL HIGHWAY COLLECTION GUIDELINES & INFORMATION

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GUIDELINES & INFORMATION FOR HIGHWAY COLLECTIONS:

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?

Highway Collections are subject to Victoria Police approval, as per their requirements, applications will not be accepted less than one (1) month or more than six (6) months prior to the proposed date of Highway Collection.

Council approval must be provided when applying to Victoria Police.

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

If Council Authority is granted to conduct Highway Collections, you are required to submit an Application for a Highway Collection under regulation 28 of the Road Safety (Traffic Management) Regulations 2009 with Victoria Police for permission.

How much does it cost?

Council does not charge a fee for highway collection 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.