



Whitehorse City Council
379-397 Whitehorse Road
Nunawading VIC 3131
Locked Bag 2 Nunawading DC VIC 3131
DX13209 MITCHAM

ABN: 39 549 568 822

Telephone: (03) 9262 6333
Fax: (03) 9262 6490
TTY: (03) 9262 6325
TIS: 131 450

customer.service@whitehorse.vic.gov.au
www.whitehorse.vic.gov.au

FUNDRAISING PERMIT APPLICATION

HOW TO COMPLETE THIS FORM

1. Read the 'Fundraising Conditions of Issue and Use' section before completing this form.
2. Fill out all the fields correctly using block letters.
3. Submit the completed form and documents by mail, email, fax or in person.
4. Refer to the 'How to Apply' section for further information.

Please note: The application will not be processed unless all details are completed.

SECTION 1: APPLICANT DETAILS

REGISTERED CHARITY ORGANISATION DETAILS

Given name(s)

Family name

BUSINESS ADDRESS

Business name

On behalf of (Registered Charity organisation name)

Level/Unit/Number

Street

Suburb

Postcode

TELEPHONE AND EMAIL

Work

Mobile

Email address

POSTAL ADDRESS

(Only complete if different from business address):

Go to Section 2

Is your organisation registered in accordance with the *Fundraising Act 1998*?

Yes – Expiry date

– Registration number

No

SECTION 2: Permit documentation checklist

The following document must be provided to the City of Whitehorse at the time of application. Applications without required documents will be returned.

Please supply a **copy** of the following document:

- Certificate of Currency (Public liability insurance)

Please note: The public liability insurance must be current and show cover for a minimum of \$20 million.

Go to Section 3

SECTION 3: FUNDRAISING LOCATIONS

This section must be completed by the applicant. Fundraising collections are only permitted at the following locations.

1. Mitcham	Britannia Mall
2. Box Hill	Box Hill Mall

Please note: A Registered Charity Organisation can apply for permit(s) to fundraise up to 9 days per year, 1 Including a day of Significance.

Location 1: dates	
Location 2: date:	
Location 3: dates:	
Location 4: dates:	
Location 5: dates:	
Location 6: dates:	
Location 7: dates:	
Location 8: dates:	
Location 9: dates:	

DAY OF SIGNIFICANCE

A Registered Charity Organisation may apply for one day in a calendar year as a 'Day of Significance'. Are you applying for a permit under Day of Significance?

Yes Particular cause Date

Please note: Applications for a Day of Significance may be submitted up to 24 months prior to the requested date. City of Whitehorse cannot guarantee the availability of locations, especially where an application is received less than 12 months prior to the requested date.

Go to Section 4 

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 City of Whitehorse’s permit ‘Fundraising 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 purposes as stated. I agree to return the permit if my eligibility changes. I acknowledge information found to be false in support of this application will result in my permit being cancelled.

Applicant Name	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>		<input type="text"/>

The City of Whitehorse is committed to protecting your privacy. The personal information you provide on this application is being collected by the City of Whitehorse 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 requested means your permit application cannot be processed. If you wish to gain access to, or alter any personal information you have supplied to the City of Whitehorse whilst completing this application, please contact us on 03 9262 6333.

HOW TO APPLY

Please detach the completed form and return with supporting documents via one of the methods below.

Keep the ‘Conditions of Issue and Use’ page for your reference.

FUNDRAISING CONDITIONS OF ISSUE AND USE
Please keep the 'Conditions of Issue and Use' page for your reference.

THE APPLICATION:

Completed application forms may be submitted via any of the following:

- Post: Locked Bag 2, Nunawading Delivery Centre, NUNAWADING VIC 3131
- In person:
Nunawading: 379 – 397 Whitehorse Road Nunawading
Box Hill: 1022 Whitehorse Road Box Hill
Forest Hill: Forest Hill Chase (270 Canterbury Road Forest Hill)

DAY OF SIGNIFICANCE:

- A Day of Significance refers to an event and/or a day that is recognized by the general public as being associated with a particular cause. For example; Red Nose Day (S.I.D.S Foundation), Daffodil Day (Cancer Council Victoria), Remembrance Day (RSL Victoria), ANZAC Day, Royal Children's Hospital Appeal.
- Registered charity organisations must apply for collection on Days of Significance; days will not automatically be given.
- Registered charity organisations may submit an application for a Day of Significance up to 24 months prior to the requested date. Please note that the City Of Whitehorse cannot guarantee the availability of locations, especially where an application is received less than 12 months in advance.
- Registered charity organisations are eligible to apply for one Day of Significance per year. Additional Days of Significance are subject to approval.
- Priority may be given to campaigns relating to emergency/unexpected events or natural disasters e.g. Victorian Bushfires.
- If more than one registered charity organisation applied for activities on the same Day of Significance and requests the same location(s), City of Whitehorse will negotiate the requested location(s) between the registered charity organisations. If this fails, a ballot system will be implemented. The registered charity organisation will be invited to attend the ballot, where one registered charity is selected through a random draw.

PEAK SESSIONS:

- Applications for fundraising in the month of December must be submitted and received by the 1 October each year. Applications will be responded to in the first week of November.
- When more than one (1) registered charity organisation requested the same date(s) and location(s) one (1) registered charity organisation is selected through a random draw.

DOCUMENTS REQUIRED:

- Current Public Liability Insurance/Certificate of Currency, showing cover greater than \$20 million.
- If the registered charity organisation intends to undertake highway collections, written authorisation from Victoria Police must be provided and a copy submitted with the application.
- City of Whitehorse reserves the right to request additional information or documents that may support the application.

TIMELINE:

- A registered charity organisation must apply for fundraising permits no more than 12 months in advance unless applying for a Day of Significance
- Applications are processed in the order they are received.
- The City of Whitehorse will endeavor to process all permit applications within 10 working days of receipt.
- Registered charity organisations will receive notice of approval. If granted, at least five (5) working days proper to the activity date.

PERMIT CONDITIONS

- A registered charity organisation can apply for permits to fundraise up to 4 days per calendar year per location.
- A registered charity organisation can apply for permits to undertake fundraising activities at up to two (2) locations within the City of Whitehorse per day.
- Fundraising activities are permitted between 10am to 6pm Monday to Saturday.
- Fundraising activities are only permitted for the dates, times and locations shown on the permit
- Only one registered charity organisation will be approved to conduct fundraising activities per location.

- Up to three (3) representatives of the registered charity organisation are permitted to fundraise at each location.
- The registered charity organisation representative(s) must not harass or interfere with pedestrians or other street activities.
- Fundraising and associated activities are only permitted at designated sites and in locations identified by ground markings. This includes any materials or other related items.
- The registered charity organisation representative(s) must carry a valid permit at all times.
- The registered charity organisation representative(s) undertaking fundraising activities must clearly display registered charity organisation identification at all times as per Fundraising Institute Australia –Standard of Face to Face Fundraising Practice.
- Amplification is not permitted.
- Obstruction or interference to pedestrians, traffic and/or entrances of business premises is not permitted.
- Any instruction(s) issued by a member of the Victoria Police and/or an authorised City of Whitehorse Officer must be complied with immediately.
- Streets must be left in a clean state to the satisfaction of the City of Whitehorse.
- Litter dropped must be retrieved immediately, or cleaning costs will be met by the registered charity organisation.
- Fundraising activities outside the above conditions are prohibited and subject to enforcement.
- Any permit which is obtained as the result of providing false or misleading information may be cancelled and the registered charity organisation may be ineligible to obtain a permit for a period of 12 months.
- Failure to comply with the above conditions may result in cancellation or withdrawal of the permit(s) and future requests may not be approved.
- The city of Whitehorse reserves the right to withdraw the permit at any time.
- The City of Whitehorse reserves the right to change the conditions of issue and use of the permit at any time.

OTHER MATTERS

- Penalties may be issued for non-compliance with any permit condition or if a permit is not obtained in advance.
- Approved organisations wishing to collect money on roads or streets (officially known as Highway Collections) are required to obtain a permit from either Council or Vic Roads. Vic Roads is responsible for the management of all major roads and freeways in Victoria and as such if your event will impact a major road you will need to apply for a permit from Vic Roads.
- You will also need to notify Victoria Police about the event as you may need to obtain a highway events permit from the police (check the Victoria Police website). You may need to allow 4-8 weeks for approval from Victoria Police. If your event is to be conducted on a major road and your request is approved by Vic Roads and Victoria Police no permit is required from Council.
- If you are conducting door to door Fundraising and you are authorized under the Fundraising Act or any other State or Federal legislation and the appeal does not occur on any day other than a Saturday, Sunday or designated public holiday and is undertaken between the hours of 10am and 4pm you will not require a permit from Council.