



Application Form: Fair Trade Incentive Program for Whitehorse Businesses

The City of Whitehorse is recognised by the Fair Trade Association Australia and New Zealand (FTAANZ) as an accredited Fair Trade community. Council encourages the supply and purchase of fair trade products in Whitehorse and aims to increase the number of food outlets selling fair trade certified coffee, tea and cocoa. With this in mind, Council is offering Whitehorse food outlets a rebate as outlined below:

- 50% rebate offered to cafe and restaurant owners who purchase Fair Trade certified coffee beans, tea and/or cocoa.
 - A minimum purchase value of \$200 applies, in which case the claimant would receive a \$100 rebate. The maximum purchase value is \$400, allowing the claimant to receive a \$200 rebate. Figures are GST inclusive.
 - Businesses can claim a maximum of ONE rebate. There are a limited number of rebates available.
 - Claims can only be made on the products carrying Fair Trade certification.
- Additional benefits upon claiming your rebate include:**
- A Fair Trade Promotional Pack including promotional materials and customer feedback forms to gauge whether your customers would like to see your business make a permanent switch to fair trade.
 - Write-up of your business as a Fair Trade Case Study for promotion
 - Listing in the national Fairly Local search engine

What to do (please tick):

- Attach a copy of the original invoice(s) to the application form. Invoice(s) are to itemise the purchase and brand details of Fair Trade certified coffee beans, tea and/or cocoa.
- Complete the Vendor Details Form overleaf.

Mail: Sustainability Unit
Fair Trade Incentive Program
City of Whitehorse
Locked Bag 2
Nunawading Delivery Centre 3131

Fax: 9262 6490
Email: greencity@whitehorse.vic.gov.au

Applicant Details

Business Name: _____ Contact name: _____
ABN: _____ Contact number: () _____
Physical Address: _____
Postal Address: _____

Evidence

- What is the total dollar amount of your purchase receipts? _____
- How many purchase receipts have you attached? _____

Declaration

I agree to Council's terms and conditions (<http://www.whitehorse.vic.gov.au/Policies-Finance.html>) and certify that the information provided with this application is true and correct.

Signature: _____ Date: ____ / ____ / _____



Whitehorse City Council
Vendor Details Form
To be supplied by the payee

Please send completed form to your Council contact:
Attention: _____
Whitehorse City Council, Locked Bag 2, Nunawading
Delivery Centre 3110
Phone: (03) 9262 6333 Fax: (03) 9262 6490
Email: customer.service@whitehorse.vic.gov.au

VENDOR USE ONLY

General details	
Name	
Registered name	
Address (Line 1)	
Address (Line 2)	
Suburb	
State	Postcode
Telephone number	

Do you have an Australian Business Number (ABN)? – please select one	
<input type="checkbox"/> Yes	Please provide ABN* _____
<input type="checkbox"/> No	Please complete the ' Statement by a supplier ' form, unless excluded from the ABN rule.

*This should be the ABN quoted on your invoice

Are you registered for Goods and Services Tax (GST)? – please select one	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Details for receiving remittance advice		Preferred
Email address		<input type="checkbox"/>
Fax number		<input type="checkbox"/>

Details for receiving purchase order details		Preferred
Email address		<input type="checkbox"/>
Fax number		<input type="checkbox"/>

Bank account details for EFT payments	
Bank name	
Bank address	
BSB	Account number
Account Name	

Agreement to privacy policy ¹ and purchase order terms and conditions ²	
Name of person supplying information	
Position	
Signature	
Date	

¹By signing this form you agree that the information supplied is true and correct. The information is required for the purpose of processing payment and will be protected in accordance with Council's Information Privacy Policy. For more information about Council's Information Privacy Policy visit <http://www.whitehorse.vic.gov.au/Policies-Privacy.html> or phone (03) 9262 6333.

²By accepting a Purchase Order issued by Whitehorse City Council, a Supplier of goods and/or services (the Supplier) or a Contractor engaged to perform Works (the Contractor) agrees to be bound by the Whitehorse City Council – Purchase Order Terms & Conditions, a copy of which can be found on our website at <http://www.whitehorse.vic.gov.au/Policies-Finance.html>.