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| **APPLICATION TO FUNDRAISE OR COLLECT DONATIONS AT COUNCIL ROAD INTERSECTIONS – 2025/26** |

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| **Applicant Details** | | | |
| Applicant’s Name |  | | |
| Fundraising Organisation |  | Registration No. |  |
| Organisation Postal Address |  | | |
|  | | |
| Contact Phone (mobile) |  | Contact Phone |  |
| Email address |  | | |

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| **Documentation to be attached with this application form** |
| In order for this application to be considered you are required to provide copies of the following documents:   * If the fundraising event is to be conducted on behalf of a charitable organisation approved under the [*Fundraising Act 1998*](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt7.nsf/DDE300B846EED9C7CA257616000A3571/857207271FB19594CA257A400007E735/$FILE/98-78aa032%20authorised.PDF), a letter from that organisation stating that you are collecting on their behalf, must accompany the application * Current Public Liability Insurance Certificate of Currency for a minimum of $20 million dollars (AU$20,000,000) - Obtain from insurer. |

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| **Fundraising Details** | |
| **Location** |  |
| **No. of People** |  |
| **Date(s)** |  |
| **Time(s)** |  |
|  | **Note**: Fundraising permits will NOT be issued for any VicRoads Declared Road intersections:   * Whitehorse Road and Station Street * Elgar Road and Burwood Highway * Any freeway intersections or run off ramps * Any other intersection at Council’s discretion |

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| **Cost of Permit** | |
| Cost of Permit | Nil |

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The personal information on this form is being collected by Council to enable the processing of this application and for the purpose of administration of relevant Acts, Regulations and Local Laws. The personal information will be used by Council for that primary purpose or directly related purposes only. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments of the information.

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| **Permit Conditions** | * The permit holder must ensure that all the permit conditions are complied with at all times. * The permit holder must provide evidence of $20 million of public liability insurance for the permit period. A valid Certificate of Currency must be supplied with the application. * The applicant must have $10 million of public liability insurance. A valid Certificate of Currency must be supplied with the application. * The permit is not transferable:   + Permits are not to be photocopied and the copies used by someone not named on the permit   + Permits are not to be leased, sold or given away   + No form of advertising of a permit for rent, lease, sale profit or other beneficial or fraudulent consideration of causing such an advertisement to be published is permitted. * The permit is only valid at the site location stated on the permit. * The permit is only valid for the time period stated on the permit. * The applicant is responsible for the removal of any litter emanating from the activity. * All members of your group must wear proper identification including high visibility clothing. * All signs must be removed immediately after collection ends. * Display boards/signs may not be reflective or flashing. * Council will NOT allow, without a valid Council permit, the installation of permanent structures. * Permits do not allow for exclusive use of an outdoor space and in some instances access may be required for a public event or permitted activity at Council’s discretion. * The permit holder must set up in accordance with the [Disability Discrimination Act (1992)](https://www.legislation.gov.au/Details/C2018C00125) principles and relevant codes and standards to provide unobstructed access to others using the area. * The permit must able to be produced at request by an authorised Council officer. * At the conclusion of the permit period a new application form must be submitted with the required documentation and application fee. * The permit holder will comply with all directions by a member of Victoria Police or authorised Council Officer, including a direction that fundraising cease or that the activities are to be moved to another location. * The permit may be suspended by a member of Victoria Police or by an authorised Council Officer for any reason at any time. No permit fee will be refunded. * Any other condition which the Council considers to be appropriate. |
| **Breach of Permit Conditions** | * The permit may be cancelled * Fines may be issued * Costs incurred by Council may be charged directly to the permit holder * Goods or equipment may be impounded * Future permit applications may be declined |
| **Council Considerations** | In deciding whether to grant a permit Council will take into consideration:   * The nature, time, locations and duration of the proposed activity * Details supplied by the permit applicant * The suitability of the supporting documentation for this application * The applicant’s record in applying for similar permits and adherence to permit conditions * Whether any interference will be caused in relation to other approved activities in the area |
| **How to submit your application?** | * Via email by sending to: [customer.service@whitehorse.vic.gov.au](mailto:customer.service@whitehorse.vic.gov.au) * Via mail by sending to:   Community Safety, Whitehorse City Council, Locked Bag 2, Nunawading Delivery Centre, VIC 3110   * In person at one of the Whitehorse City Council Customer Service Centres   **Whitehorse Civic Centre**  379 – 399 Whitehorse Road, Nunawading, 3131  Phone 9262 6333  **Box Hill Town Hall**  1022 Whitehorse Road, Box Hill |
| **Responses** | * You will be notified in writing. Please allow 10 business days   Note: The permit process may be delayed if the required documentation is not provided, is out of date or insufficient. |
| **Link to further information** | https://qr-code-generator.org/qrcodes/5af7c00367c1ed334f7d30dfb48fa999.png?t=1578521232088<https://www.whitehorse.vic.gov.au/living-working/business/council-public-space/charity-collectors-and-charity-bins> |