

Application for a Fundraising Permit - Conditions

Applicant to retain this information

The Applicant must read and understand the following Permit Conditions:

1. Applicants must be employed, contracted by or volunteering on behalf of a registered charity.
2. Permits will only be granted for charities collecting “one-off” donations (i.e. tin donation to receive a badge/sticker), not ongoing subscriptions, (i.e. \$30 per month).
3. The Applicant agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them arising out of or in relation to the permit.
4. The Applicant shall take out and keep current a Public Liability Insurance policy in the name of the Permit Holder insuring the Permit Holder for a minimum of \$10,000,000 (ten million dollars) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder in relation to the activity. This permit will not be approved until proof of the Public Liability Insurance has been provided to Council for each fundraising request.
5. The permit holder must ensure the charity is identifiable and all collectors have personal identification.
6. The permit holder must ensure all collections occur with the date(s) and locations prescribed within the permit letter.
7. The permit holder must not approach or engage in conversation with any bystanders, passers-by or other persons in order to solicit donations. Persons must approach the donation point of their own accord.
8. 10am to 4pm on Monday to Saturday are the only designated collection periods that charity organisations (including employees, contractors or volunteers) with the relevant permit are permitted to collect monies, goods within the approved site.
9. No obstruction is to be caused to pedestrian traffic.
10. It is the responsibility of the permit holder to ensure the area is left in a neat and tidy condition.
11. Instructions issued by Council or Police Officers must be obeyed without exception.
12. The permit holder must carry with them a copy of the permit and show it to Council and/or Police Officers on request.
13. Pamphlets/leaflets or any kind of literature are not to be distributed.
14. A permit may be issued to a parent or a guardian of a child under 16 years of age. The permit holder must be on premises at all times during the event.
15. No music system or amplified sound to be used by any permit holder without the prior approval of the Council.
16. No food or drink will be offered for sale by any permit holder without the prior approval of the Council.
17. Upon receipt of all applicable supporting documentation, a permit for hire will be generated for the agreed date, time and location.
18. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
19. This Permit will be revoked if the permit holder fails to comply with these conditions and further permit requests may be denied. This Permit is **not** transferable.