

Hindmarsh Shire Council requires all persons who collect donations for charity or organisations, conduct fundraisers for charities or organisations, or busk within any street, vacant land, land which they do not ordinarily occupy or a public place, to apply for a Street Collectors Permit. A Street Collectors Permit is required to legally collect money or sell items for charitable purposes. This requirement helps ensure transparency, prevents fraud and regulates the number of collections in a specific area. Through the Permit Application process, Council can ensure the collection is appropriate, safe and managed in accordance with Local Laws and other relevant legislation.

What you must do:

Lodge an Application for a Street Collectors Permit with Council. The application must include:

- A completed Application Form (this form)
- A Certificate of Currency of a Public Liability Insurance Policy with a minimum cover of \$20 million. The Certificate can be obtained by contacting your insurance provider and must be renewed annually and cover all proposed footpath activity. Please note a tax invoice, a schedule of insurance or any other similar document is not a Certificate of Currency.
- Risk Management Plan (as detailed below in the Application Checklist)

Pay the lodgement fee of \$50.00:

(N/A for non-for-profit organisations)

- A lodgement fee of \$50.00 will be invoiced to the permit applicant at the time the application is registered with Council (usually within one week of lodgement). Payment of the fee is required prior to the issuing/receipt of the Permit.

Note:

Permit holder(s) will be responsible for the currency of their Public Liability Insurance for the duration of the Permit. Failure keep current Public Liability Insurance instantly renders the Permit as invalid.

Council may request evidence of your Public Liability Insurance at any time during the Permit period.

Fields marked with a red asterisk (*) must be filled out.

Applicant Details*:

Business/Organisation/Individual Name:

Business/Organisation/Individual Address:

Contact Person Name:

Phone Number:

Email:

Is the organisation 'not-for profit'?

Yes

No

APPLICATION FOR A STREET COLLECTORS PERMIT

Apply for a permit to*: Please tick relevant box(es)

<input type="checkbox"/>	Collect donations and/or fundraise (sell items for charitable purposes) in a public place
<input type="checkbox"/>	Call from residence to residence and collect donations and/or fundraise
<input type="checkbox"/>	Collect donations and/or fundraise (sell items for charitable purposes) on vacant land or land not ordinarily occupied by the applicant

Collecting Details*

Goods to be sold:

Purpose of collecting/fundraising:

Collection Particulars*

Day	Date(s) from/to	Start Time	Finish Time

Desired Collection Location(s) include:

Victoria Street Nhill, Lochiel Street Dimboola, Lloyd Street Dimboola, Roy Street Jeparit, Federal Street Rainbow.

For other locations, dates and times, please specify below*:

APPLICATION FOR A STREET COLLECTORS PERMIT

The Applicant must obtain the approval of the owner/occupier of any premises from which you wish to conduct activity.

Premises owner/occupier to complete*:

I/We here give permission for the Applicant detailed above to undertake collection activities in front of the premises listed below:

Owner/occupier signature:

Owner/occupier Name:

Date:

Business Name:

Business Address:

Collection Notice

We will handle any personal information you have provided in this form in accordance with the Privacy and Data Protection Act 2014. Your information will be stored in Council's Records Management System and used to identify you when communicating with Council and for the delivery of services and information. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principal exemption applies.

Statement of Indemnity

The applicant or authorised representative, in signing this application form, agrees to comply with permit conditions & guidelines and to indemnify Hindmarsh Shire Council (Council) from and against any loss, damage or expense (including legal costs) arising from any claim, demand, action, suit or proceeding that may be brought by any person against the Council in respect of the death or injury of any person or the loss or damage to any property, where such death, injury, loss or damage arises out of or in connection with the owner's actions on any land owned or managed by the Council and is caused by the negligent act or omission of the owner or the owner's employee, agent, contractor or client. Provided that the owner shall not be liable for any liability or

APPLICATION FOR A STREET COLLECTORS PERMIT

loss to the extent that such loss or damage is caused by the error, omissions or actions of the Council. Where negligence is found to have been contributory, each party shall bear full responsibility in accordance with the party's fault.

Applicant Signature*

Signature:

Name printed:

Date:

On behalf of Organisation/Club:

Application Checklist

Please attach the following documents in support of this application:

A copy of Certificate of Currency for Public Liability Insurance

Risk Management Plan

Submitting your permit application:

Please return this completed application form and required documentation by:

- **Email:** to info@hindmarsh.vic.gov.au
- **Post:** PO Box 250, NHILL VIC 3418
- **In-person:** at your closest Hindmarsh Shire Council Customer Service Centre