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 Office _____

Application to Conduct a Street Stall/Raffle or Door Knock

Note: Approval will not be given to commercial organisations or individuals whose express purpose is for profit or personal gain – 100% of funds collected must go to the community/charitable organisation. At Council's request, applicants must provide details that clearly show who will benefit from the proceeds of the fundraising activity.

Application Details

Name of Town _____ Location _____
 Street Stall _____ Raffle _____ Door Knock _____
 *Date/s _____
 *Time/s _____
 *Dates and times are to include preparation and pack up time.
 Intended Use *Brief Description* _____

Applicant/Hirer Details

Organisation _____ ABN or ACN *If Applicable* _____
 Contact Person _____
 Postal Address _____
 Telephone _____ Mobile _____
 Applicant is 18 Years Old or Over *Yes* _____ *No* _____

Insurance Details

Note: Any organisation using a public footpath must keep effective public liability insurance cover for a minimum of \$20 million which indemnifies the organisation conducting the fundraising activity. Evidence of the public liability insurance cover must be provided with every application prior to the event.

Please Tick if Relevant I will **Not** Be Providing Public Liability Insurance.
 I Understand that this application may be declined. Council to determine and advise if successful.

Please Tick if Relevant I **Will** Provide Public Liability Insurance.
 A copy of the relevant Certificate of Currency must be submitted to Council at least 14 days prior to the event.

Conditions To Conduct a Street Stall/Raffle or Door Knock

The conditions to conduct a street stall/raffle or door knock attached to this application, apply to this application and to any booking made upon acceptance of this application.

Confirmation of Booking

Council reserves the right to accept or refuse any or all applications for street stall, raffle or door knocks.

Undertaking and Acknowledgement

I/We _____ **am/are** authorised to make this application and undertake to ensure that the Applicant/Hirer complies with its/his/her obligations under the "Conditions to Conduct a Street Stall/Raffle or Door Knock".

I/We confirm the truth and accuracy of all details provided in this application.

I/We further acknowledge that the Council shall be entitled to recover such charges from the Applicant/Hirer in accordance with the conditions.

I/We acknowledge receipt of the "Conditions to Conduct a Street Stall/Raffle or Door Knock" and agree to the terms stated therein.

Signature/s _____

Date _____

Office Use Only

Application For
Approved

Street Stall

Raffle

Door Knock

Declined *Please Advise Applicant* _____ Applicant
Advised _____ *Yes/No and Date* _____

Entered into Bookings Calendar *Yes/No* _____

Certificate of Currency Received *Yes/No* _____ Expiry Date _____

Signed _____ Dated _____

Office _____

Conditions to Conduct a Street Stall/Raffle or Door Knock

These are the conditions on which Greater Hume Shire Council hires the facility to the Applicant/Hirer.

1. Definitions

Application	means the Application to Conduct a Street Stall/Raffle or Door Knock completed by the applicant/hirer to secure the booking.
Booking	means the booking of the facility by the applicant/hirer for the hire period.
Hire Period	means the times and dates as specified in the application as the required hire period, as may be amended by Greater Hume Shire Council.
Applicant/Hirer	means the person or entity wishing to hire the site for the hire period.

2. Conditions

All fundraising activities in public places require prior approval from Council and the following conditions apply.

- 2.1 Council will only consider applications under the following conditions from local not-for-profit organisations, local charitable institutions or local sporting clubs or associations located within the Greater Hume Shire Council area.
- 2.2 Approval will not be given to commercial organisations or individuals whose express purpose is for profit or personal gain – 100% of funds collected must go to the community/charitable organisation. At Council's request, applicants must provide details that clearly show who will benefit from the proceeds of the fundraising activity.
- 2.3 All applications for fundraising activities shall be submitted on Council's "Application to Conduct a Street Stall/Raffle or Door Knock" form at least 14 days prior to the proposed date of the activity and must indicate the times required.
- 2.4 A signed application is conclusive evidence that the hirer accepts the "Conditions to Conduct a Street Stall/Raffle or Door Knock".
- 2.5 Council reserves the right to accept or refuse the application.
- 2.6 Applications for other fundraising activities e.g. Door knock appeals, will be considered on application and may be approved by the General Manager provided the proposed activity is consistent with the general provisions under Greater Hume Shire Council's Street Stall Policy.
- 2.7 Collectors for charitable collections shall wear appropriate identification indicating the organisation they represent and must make documentation available for inspection at any time.
- 2.8 The applicant/hirer must be 18 years of age or over.
- 2.9 Council may cancel the booking (without notice) in the event of an emergency or if deemed necessary.

- 2.10 A permit may be cancelled by the Council on receipt of complaints regarding the conduct of stall holders or collectors.
- 2.11 Any organisation using a public footpath must keep effective public liability insurance cover for a minimum of \$20 million which indemnifies the organisation conducting the fundraising activity.
- 2.12 Fundraising activities will be limited to each Thursday, Friday and Saturday. Each organisation shall be granted five (5) street stall bookings in one calendar year for either raffle sales and/or the sale of products. Further stalls may be granted if the dates requested are available and may be booked no more than 14 days in advance.
- 2.13 If displaying a vehicle to be raffled or displaying a raffle prize on a vehicle or trailer, the vehicle must be registered.
- 2.14 Permission should be obtained from the relevant shop owner/s prior to setting up display stands, tables etc. outside their business premises.
- 2.15 A street stall display shall be located to ensure that minimum of 1.8 metres width from the kerb line of the footpath is left available for pedestrian traffic.
- 2.16 No amplified speech or noise is to be used for fundraising activities.
- 2.17 Council will not be liable for any costs, loss or damage suffered as a consequence of exercising its right to cancel the booking.
- 2.18 Council prohibits alcohol being brought onto the site, distributed or consumed at the site.
- 2.19 The applicant/hirer is liable for any costs, loss or damage suffered as a result of damage caused to state of repair or condition of the site during the hire period.

Exceptions to the above conditions may be made by Council depending on the circumstances involved.

3. Insurance

- 3.1 The applicant/hirer must not do anything that may or does render void or voidable any insurance policy.
- 3.2 The applicant/hirer must provide Council with evidence of insurance for public liability in respect to the use and occupation of the site for twenty million dollars (\$20M) for any single event, noting Council as an interested party.
- 3.3 Evidence of public liability insurance cover must be provided with every application.
- 3.4 The applicant/hirer is responsible for workers compensation or similar, for all insurance coverage on goods and services brought to, sold, displayed or provided at the site.
- 3.5 All accidents/incidents must be reported to Council within 24 hours of the occurrence.

I/We have read and understood and will adhere to the conditions above.

Booking Confirmed/Date _____ **Signature** _____