

Fundraising and Charity Collection Application Form



Please ensure that you have read and understood all **terms and conditions** to this activity before completing this form.

HOW TO COMPLETE THIS FORM

1. Ensure that all fields have been filled out correctly.
2. Fields on this form marked with an asterisk (*) are mandatory and must be completed before submitting the application.

SECTION 1: APPLICANT DETAILS

Title	First name(s)*	Website/Other
<input type="text"/>	<input type="text"/>	<input type="text"/>
Family name*		Email address*
<input type="text"/>		<input type="text"/>
Postal address*		
<input type="text"/>		
Suburb*		Permit Holder
<input type="text"/>		Title
		First name(s)*
State*	Postcode*	Family name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact telephone number*		
<input type="text"/>		

SECTION 2: Activity details

Activity description* (include whether you will be setting up a stall/marquee and what items will be presented?)

Activity date*	Activity time*	Activity location*	Bump in time*	Bump out time*

Will your fundraising activity involve the sale or free distribution of food? Yes No

SECTION 3: Social, economic and environmental benefit

Will there be any social, economic or environmental benefits to Parramatta?

SECTION 4: Supporting documentation

I have supplied the following supporting documents:

- Site plan (to scale) Food vendor certificate (if applicable)
- Waste management plan
- Traffic management plan
- Risk assessment plan
- Australian Charities and Not-for profit Commission ABN

SECTION 5: TERMS & CONDITIONS - FUNDRAISING AND CHARITY COLLECTIONS - MUST READ AND SIGN

General

- Any organisation or person applying to conduct fundraising or charity collection activities must be a registered charity (Australian Charities and Not-for-profits Commission Act 2012) or working on behalf of that charity.
- Any charitable organisation applying to conduct fundraising or charity collection activities must nominate a permit holder.
- The permit holder must be on site during the activity.
- Charitable organisations that are located within the Parramatta Local Government Area will be given preference when requesting bookings. Proof of address and charity status is required.
- Physical requirements associated with the activity i.e. tables, props, equipment, stages, back drops or marquees are to be stated by the charitable organisation in the application form.
- Charitable organisations must seek approval for the sale of products and must supply detailed information regarding goods to be sold.
- All fundraising and charity collection, of any kind, must be conducted from a fixed point such as table, bench, or marquee.
- Collectors may not 'intercept' passersby and must not obstruct the flow of pedestrians.
- Each collector must always carry and display their identification to verify who they are and for which charitable organisation they are raising funds.
- Collectors must never use pressure to solicit donations. If a member of the public wishes to end the conversation, collectors are required to immediately and politely comply.
- If food is to be sold as part of the fundraising or charity collection activity, it must be in accord with the provisions of the NSW Food Act (2003), Food Regulation (2010) and Food Standards Code. Charities and community groups may be exempt from some requirements; further information can be obtained from the NSW Food Authority.

- At least seven days prior to the fundraising activity, the permit holder must collect the Permit at Council offices, 126 Church Street, Parramatta. The Permit holder must retain copy of the Permit and conditions at all times in easy access for public inspection.
- The permit will not be issued until payment is received in full.
- Cancellation of a permit may occur when:
 - Any of these Terms and Conditions is breached;
 - Any special written condition of the permit is breached;
 - Refusal to follow the direction of an Authorised Council Officer;
 - Should Council identify any misrepresentation in the application. Cancellation of a previous permit may be taken into account in future requests by the organisation and associated individuals.
- The Local Government Act (1993) gives Council the power to assign special conditions to any permit to undertake activity in a public domain. Such conditions will be specified in written approvals and/or permit granted by Council.
- Authorised Council Officers, Community Safety Officers or emergency services may require an activity to cease at any time. The activity may be required to cease if it is deemed to be causing an inconvenience, harm to the public or property, a nuisance or causing offence to the public or property. The activity must comply immediately to any request to suspend, relocate or cease the activity or permit.

Location

- Fundraising or charity collection activities must be conducted within the approved location nominated on the Permit.
- Locations available for fundraising activities may change subject to various external factors.
- Only one charitable organisation will be approved to undertake fundraising activities per location/zone, per day.

Date and times

- Charitable organisations are permitted a maximum of five bookings in one calendar year.
- Fundraising or charity collection cannot run for more than one consecutive day.
- Fundraising or charity collection must be conducted within the approved time nominated on the permit, inclusive of breaks, set up and pack down.
- Fundraising activities will be approved for a maximum of four hours, per booking.
- A limit of three persons will be permitted to undertake fundraising within the approved location nominated on the permit, unless otherwise approved.

Impact on amenity

- Amplification is prohibited.
- Any activity which creates offensive noise, as defined by the Protection of the Environment Operations Act (1997) is prohibited.

Access

- Fundraising or charity collection must be undertaken to ensure free and safe access for pedestrians along any footpath or thoroughfares.
- Fundraising or charity collection will not be permitted on footpaths that are less than 4 meters wide.

- Vehicles are not to be parked on malls or plazas. In exceptional cases, dashboard permits may be issued and must be displayed at all times.

Waste

- The approved location and an area within a 50 meter radius of that location must be left in a clean state, to the satisfaction of Council staff. Cleaning costs will be imposed on the charitable organisation should they not comply.
- No printed material is to be left unattended for the general public to pick up themselves.

Risk

- Fundraising and charity collection is to be carried out in a safe manner so as not to endanger staff or the public.
- The applicant is responsible for remediating any damage the activity, staff or patrons cause to public property such as marquees, landscaping, street furniture, and footpath paving to the satisfaction of Council officers.
- In the event of any incidents or injury, the details of incident including time, place, witnesses, injuries, causes and action taken must be recorded, preferably supported by photographic evidence, and submitted to Council.
- Marquees/portable advertising must be weighted.

Signature*

SECTION 6: Declaration

I declare that the information that I have provided in this application is true and correct. If granted a Permit, I agree to comply with the conditions of use in association with that permit including by not limited to:

- I have read and understood the terms and conditions outlined for this activity;
- I will abide by the conditions outlined in the permit issued to me;
- I will notify City of Parramatta if my performance changes significantly;
- I will make my permit available for inspection by an authorised officer of Council upon request and follow any lawful direction issued by that officer;
- I will notify City of Parramatta of any changes to my contact details;
- I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for purposes as stated;
- I will agree that all permits are non-refundable. I acknowledge that information found to be false in support of this application will result in my permit being cancelled.

Applicant name*

Signature*

Date*

City of Parramatta is committed to protecting your privacy. The personal information you provide on this application is being collected by City of Parramatta for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent. Unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed.

LODGING THIS APPLICATION

You can lodge the complete application form and supporting documents:

By email: Please submit saved application and supporting documents to streetactivity@cityofparramatta.nsw.gov.au

In person: City of Parramatta, 126 Church Street, Parramatta NSW 2150