

# APPLICATION FORM

## CHARITABLE COLLECTIONS PERMIT APPLICATION

Please read and understand the Charitable Collections Protocol before proceeding with your application. As per the Protocol this application must be received by Council at least 30 days prior to the proposed event or a fee may be applied.

### APPLICANT'S DETAILS

Applicant's Name: .....

Organisation Name: .....

Organisation Address: .....

Suburb: ..... Post Code: .....

Telephone: ..... Mobile: .....

Business: ..... Fax: .....

Email: .....

### PERMIT DETAILS

Collection Type:  Door Knock *(\*Please see nominated charities below)*

Street Stall *(only permitted locations below)*

Station Place

Piazza on Watton Street

Point Cook CBD

Watton Street Werribee

Intersection Collection *(\*Please see nominated charities below)*

*\*As per the Charitable Collections Protocol, a permit to door knock or to collect at an intersection may only be granted to Red Cross / Red Shield, Salvation Army, Heart Foundation, Royal Children's Hospital Good Friday Appeal, ANZAC Appeal, Cancer Council & Legacy. Any other organisations **need not** apply.*

#### Collection Locations:

1. ....

2. ....

3. ....

4. ....

Collection Dates: From ..... To.....

Collection Times: From ..... am/pm To ..... am/pm

Have you provided a copy of the organisation's Public Liability Certificate of Currency?  Y  N

Have you provided a copy of the charitable organisation's certificate issued by the ATO?  Y  N

For intersection collections, have you provided a copy of the approval from VicRoads / Vic Police?  Y  N

How would you prefer your permit to be issued?  Post  Email  Pick up  Fax (Fax Number: .....)

**A PERMIT WILL NOT BE GRANTED IF THE ABOVE INFORMATION/DOCUMENTS ARE NOT SUBMITTED WITH YOUR APPLICATION**

### FEES

Application Fee Not Applicable \$0

### DECLARATION

I hereby undertake to comply with the Charitable Collections Protocol and any special conditions as required by an Authorised Officer of the Council.

Signature of Applicant: ..... Date .....

**PRIVACY NOTE:** The personal information requested in this form is being collected by Council for processing a permit application. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for said Permit and they may apply to Council for access and/or amendment of the information.

## CHARITABLE COLLECTIONS PERMIT

### CHARITABLE COLLECTIONS PROTOCOL

It is recommended that the organisation's applicant reads and familiarises themselves with the Charitable Collections Protocol prior to applying for a permit.

*The Charitable Collections Protocol can be viewed in full online at [Wyndham City Council's website](#).*

### COMMUNITY AMENITY LOCAL LAW

*In conjunction with Part 10 – Administration & Enforcement, Sections 205 – 219 in relation to Permits.*

*The Community Amenity Local Law can be viewed in full online at [Wyndham City Council's website](#).*