

## APPLICATION FORM AND CONDITIONS



# PERMIT FOR CHARITABLE COLLECTIONS

To be eligible to apply for a permit for charitable collections, at the time of application a charity must hold and supply to Council a copy of:

- An Authority to Fundraise for Charitable Purposes from the Office of Charities, Department of Gaming and Racing
- A Certificate of Currency

The number of charitable or fund raising organisations able to collect is limited to a maximum of two groups on any one day, in each of the following business districts:

▶ North Sydney                      ▶ Crows Nest                      ▶ Neutral Bay                      ▶ St Leonards

To apply for a permit, please complete sections 1 to 3 of this form and return it to North Sydney Council:

**In person:** 200 Miller Street, North Sydney NSW 2060

**Phone:** (02) 9936 8100

**Email:** [council@northsydney.nsw.gov.au](mailto:council@northsydney.nsw.gov.au)

**By Post:** PO Box 12, North Sydney NSW 2059

**Fax:** (02) 9936 8474

### **Absolute minimum of two (2) working days' notice.**

Permits are issued subject to the following conditions.

### **CONDITIONS**

Guidelines regarding charity collections and fundraising published by the Office of Charities, Department of Gaming and Racing must be adhered to at all times.

All applications must be accompanied by a Certificate of Currency (Public Liability Insurance). The applicant's name must correspond with the name of the insured. The Certificate of Currency must include:

- name of the insured
- amount insured (minimum \$10 million)
- policy number
- duration of cover
- name and details of the insurer
- North Sydney Council as an "Interested Party"

Collection shall only be conducted in the area and at the times specified. Permits are only valid for the area stated in the application - roaming the streets is not permitted.

If the collection includes access to private property, the owner's consent must be obtained prior to collection.

Permission must also be sought from 'Market' organisers to carry out collections within the market area.

Persons making the collection must not impede the flow of pedestrians - pedestrian access must be maintained at all times.

Collectors should not harass pedestrians. A "no thank you" to a request for charity means just that. Collectors should not follow the pedestrian repeating requests.

Collections are limited to three (3) days per week for each charity group. Maximum number of collectors not to exceed six (6), unless authorised by Council for special occasions.

A card table 1m x 1m is permitted at some locations. Details of the location of the table must be supplied in the application. No props, equipment, stages, backdrops, stalls or marquees are to be used. Amplification is prohibited.

Schools must provide a letter of their intended activities on the letterhead of the Parents and Citizens Association and supply a copy of their Certificate of Currency.

This permit does not allow the distribution of leaflets, promotional samples (incl. food), the selling of raffle tickets or lucky number competitions.

**PERMIT FOR CHARITABLE COLLECTIONS**

**SECTION 1 - APPLICANT'S DETAILS**

Applicant: \_\_\_\_\_ Charity: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax No: \_\_\_\_\_

**COLLECTION DESCRIPTION (Full details of collection are required)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AREA FOR COLLECTION**

**NOTE: Permits can be issued up to 31 days in advance. A separate form is required for each new month.**

Suburb	Street	No. of Collectors	Date	Time From - To	Council Use Only Determination
<input type="checkbox"/> Neutral Bay				-	
<input type="checkbox"/> St Leonards				-	
<input type="checkbox"/> Crows Nest				-	
<input type="checkbox"/> North Sydney				-	
<input type="checkbox"/> Other				-	

**DECLARATION**

I have read and understand the conditions of this permit and agree to comply with them. I understand that permits are non-transferable and that a copy of the permit is to be presented to North Sydney Council Rangers and Officers upon request. Failure to comply will result in an order to cease the activity immediately and to leave the area. I have supplied a copy of the Certificate of Currency and Authority to Fundraise from the Office of Charities, Department of Gaming and Racing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR COUNCIL USE</b>		
Copy of Certificate of Currency attached:	Yes	<input type="checkbox"/>
Copy of Authority to Fundraise for Charitable Purposes attached	Yes	<input type="checkbox"/>
Determined by: _____		
Applicant notified of determination:	Date:	NAR: _____

**CONDITIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERMIT FOR CHARITABLE COLLECTIONS**

**PRIVACY STATEMENT**

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009.

*I have read and understand the Privacy Statement*

Signed: ..... Date: .....

**SECTION 2 - INDEMNITY**

This indemnity form must be completed and signed before a permit can be issued.

Name of applicant: \_\_\_\_\_

(referred to hereafter as the Permit Holder) holds North Sydney Council (referred to hereafter as the Council) harmless and releases and indemnifies, and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 3 - CERTIFICATE OF CURRENCY DETAILS**

**Insurance Details**

Please complete this form, giving details of your public liability insurance. Please note that you are required to arrange for North Sydney Council to be named on your insurance as a joint insured for the respective rights and interests of yourself and Council.

**Insurance Information**

I hereby declare that I (name of applicant) \_\_\_\_\_ as permit holder and North Sydney Council are insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than \$10 million.

Name of Insurance Company: \_\_\_\_\_

Public Liability Policy No: \_\_\_\_\_

Period of Insurance: From \_\_\_\_\_ To \_\_\_\_\_

Limits of Indemnity: \$ \_\_\_\_\_

Location: Anywhere in the North Sydney Council area

Cover: The Insured's legal liability to public in respect of personal injury and property damage

I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect.

This insurance includes the cross liability clause.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**N.B.** A copy of your Certificate of Currency **must** be provided to Council before a permit is issued.