

Fundraising Permit Application



2024/2025

<input type="checkbox"/> General fundraising/raffles (Additional section 4)	<input type="checkbox"/> Door knock (Additional section 5)	<input type="checkbox"/> Highway/Intersection collection (Additional section 6)
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All Applicants must complete Sections 1,2,3 & 7 with additional sections as indicated.

Section 1: Charity organisation details (This section must be completed)

Applicant's full name:	
Applicant email:	
Applicant contact number:	

Business details

Business name:	
Business Address:	
ACN/ABN:	
Nature of Business:	

Is your organisation a community group based in Maroondah and collecting for your own purposes or registered under the provision of the Fundraising Act 1998?

- Yes (**no permit fee applies**) - If registered under the Fundraising Act, provide the following
Registration Number _____ Expiry Date _____
- No (**permit fee applies**)*

Permit fee*: \$140.00

Collection on behalf of (if different from above)

Section 2: Permit documentation (this section must be completed)

A copy of the Public Liability Insurance (Certificate of Currency) noting Maroondah City Council “**as interested party**”, to the value of \$20 million or greater, must be provided to Maroondah City Council at the time of application:

Public Liability details attached

Yes No

Expiry Date _____

Section 3: Day of Significance (this section must be completed)

Is your fundraising to be conducted on a particular Day of Significance (such as Red Nose Day, Daffodil Day, etc)? A Registered Charity Organisation may only apply for one day in a calendar year as a ‘Day of Significance’.

Yes No

If yes, particular cause _____

Date _____

Please complete the appropriate fundraising activity section:

Section 4: General fundraising

Fundraising collections are only permitted two dates per calendar year, maximum of two of the following locations across Maroondah for each date. **Please provide locations in order of preference.**

<input type="checkbox"/>	Main Street, Croydon	<input type="checkbox"/>	Heathmont Shopping Precinct, Canterbury Road, Heathmont
<input type="checkbox"/>	Ringwood North Shops, Warrandyte Road/Oban Road, Ringwood North	<input type="checkbox"/>	Croydon North Shopping Precinct – Exeter Rd, Croydon North
<input type="checkbox"/>	McAdam Square, Croydon Hills		Ringwood East Shopping Precinct, Railway Avenue, Ringwood East

Preferred Dates for Fundraising

1. _____

2. _____

If selling goods please describe type of goods _____

Section 5: Door knocking

Door knocking activities within Maroondah are only permitted two dates per calendar year

Preferred dates for door knocking

1. _____

2. _____

Proposed door knocking locations _____

Section 6: Highway collection (not permitted in December)

Highway Collections are only permitted two dates per calendar year, maximum of two of the following locations across Maroondah for each date. **Please provide locations in order of preference.**

<input type="checkbox"/>	Maroondah Highway and Wantirna Rd, Ringwood	<input type="checkbox"/>	Maroondah Highway and Warrandyte Road, Ringwood
<input type="checkbox"/>	Dorset Road and Hewish/Hull Roads, Croydon	<input type="checkbox"/>	Ringwood Street and Loughnan Road, Ringwood North
<input type="checkbox"/>	Warrandyte Road and Loughnan Road, Ringwood North	<input type="checkbox"/>	Bayswater Road and Canterbury Road, Bayswater
<input type="checkbox"/>	Dorset Road and Mt Dandenong Road, Croydon	<input type="checkbox"/>	Eastfield Road and Bayswater Road, Croydon

Preferred Dates for Highway Collection

1. _____

2. _____

Section 7: Statement of acceptance (this section must be completed)

I declare that the information I have provided is true and correct. I have read, understood and agree to Maroondah City Council's permit 'Conditions of Issue and Use' and wish to apply for the selected permit to use in accordance with these terms. 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 agree to return the permit if my eligibility changes. I acknowledge information found to be false in support of this application will result in my permit being cancelled.

SIGN HERE Signature	Date:
Print Name:	

How to apply

MAIL

Maroondah City Council
PO Box 156
Ringwood VIC 3134

IN PERSON

Realm, 179 Maroondah Hwy, Ringwood
Croydon Service Centre, Croydon Library, Croydon

EMAIL

maroondah@maroondah.vic.gov.au

FURTHER INFORMATION

Phone: 1300 88 22 33
Web: www.maroondah.vic.gov.au

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy and Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required to do so by law or it is part of the Council business that is being undertaken. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer and Health Records Officer on 1300 88 22 33 or email - privacy@maroondah.vic.gov.au

CUSTOMER SERVICE

PLEASE REFER TO SECTION 1 OF THIS APPLICATION

IF YES IS TICKED, NO FEE APPLIES

IF NO IS TICKED, A FEE APPLIES

Payment Details (Internal Use Only)

LC: Prepayment : _____ Receipt Number: _____ Date Paid: ____ / ____ / ____

Cashier Use: Fundraising Permit (Before accepting payment, please ensure that a copy of the current Public Liability Insurance (Certificate of Currency) is attached to this application.)

LC: PP/LLAWS ADD Permit Type (Fundraising/business name)
Payment Type: Cash / Cheque / EFTPOS
Receipt Number: _____ Amount: \$ _____

1. Fundraising on a Day of Significance:

- A Day of Significance refers to an event and/or a day that is recognised by the general public as being associated with a particular cause e.g. Red Nose Day (S.I.D.S Foundation), Daffodil Day (Cancer Council Victoria), Remembrance Day (RSL Victoria), ANZAC Day
- Registered charity organisations may submit an application for a Day of Significance; days will not be automatically given. Please note that Maroondah City Council cannot guarantee the availability of locations.
- One day per year will be given per Day of Significance per registered charity organisation, additional days subject to approval
- Priority may be given to campaigns relating to declared emergency/unexpected events or natural disasters
- If more than one registered charity organisation applies for activities on the same Day of Significance and requests the same location(s), Maroondah City Council will negotiate the requested location(s) between the registered charity organisations.

2. Documents required:

- Current Public Liability Insurance (Certificate of Currency), showing cover of \$20 million or greater
- **Maroondah City Council to be listed as an interested party**

3. Timelines:

- It is preferential that applications are received by Maroondah City Council 3 months prior to the date of the fundraising activity
- Completed applications are processed in the order they are received.
- Applications take approximately 10 working days to process.

4. Permit conditions – General Fundraising and doorknocks

- A registered charity or not-for-profit organisation can apply for two dates per calendar year.
- Are only permitted between sunrise and sunset
- Fundraising activities are only permitted for the dates, times and locations shown on permit.
- Only one registered charity or not-for-profit organisation will be approved to conduct fundraising activities per location
- The registered charity or not-for-profit organisation representative(s) must not harass or interfere with pedestrians, traffic, entrances to business premises or other street activities.
- Activities are only permitted at designated locations.
- The registered charity organisation representative(s) undertaking fundraising activities must carry a valid permit at all times.
- The registered charity organisation representative(s) undertaking fundraising activities must clearly display registered charity organisation identification at all times.
- A registered charity organisation may only apply for designated location(s) permitted within the municipality. Locations are subject to availability.
- Additional locations are subject to approval.
- Any instructions issued by a member of the Victoria Police or an authorised Maroondah City Council officer must be complied with immediately.
- Streets must be left in a clean state, to the satisfaction of Maroondah City Council
- Litter dropped must be retrieved immediately or cleaning costs will be met by the registered charity organisation.
- Maroondah City Council litter bins are not to be used for the disposal of excess or leftover materials

5. Permit conditions – Highway Collections

- A registered charity or not-for-profit organisation can apply for two dates per calendar year.
- Fundraising activities are only permitted for the dates, times and locations shown on permit.
- Only one registered charity or not-for-profit organisation will be approved to conduct fundraising activities per location
- The registered charity or not-for-profit organisation representative(s) must not harass or interfere with pedestrians, traffic, entrances to business premises or other street activities.
- Activities are only permitted at designated locations.
- The registered charity organisation representative(s) undertaking fundraising activities must carry a valid permit at all times.
- A registered charity organisation may only apply for designated location(s) permitted within the municipality. Locations are subject to availability.
- Any instructions issued by a member of the Victoria Police or an authorised Maroondah City Council officer must be complied with immediately.
- **Must comply with all** Victoria Police Conditions outlined on the *Application for a Highway Collection Under Regulation 28 of the Road Safety (Traffic Management) Regulations 2009*.

6. Other conditions

- Fundraising activities outside the above conditions are prohibited and subject to enforcement
- Any permit that is obtained as the result of providing false or misleading information may be cancelled and the registered charity organisation may be ineligible to obtain a permit for a period of 12 months
- Failure to comply with the above conditions may result in cancellation or withdrawal of the permit(s) and future requests may not be approved
- Maroondah City Council reserves the right to withdraw the permit at any time
- Maroondah City Council reserves the right to change the Conditions of Issue and Use of the permit at any time
- Maroondah City Council reserves the right to request additional information or documents that may support the application