

Permit No:



FUNDRAISING PERMIT

Application Form

Permit Application forms are required to be lodged with Council a minimum of **21 business days** in advance of the activity unless otherwise negotiated with Council.

APPLICANT DETAILS:

Name	
Association (if applicable)	
ABN (if applicable)	
Phone Number	
Postal Address	
Email Address	

Hereby apply for a Fundraising Permit from Alexandrina Council to use part of Local Government Land and/or public road pursuant to Section 200 and 222 of the Local Government Act 1999 as applicable, for fundraising purposes

ACTIVITY DETAILS

Proposed Activity Location: (please also provide map on page 2)			
Dates			
Times			
For the purpose of:			
<input type="checkbox"/>	Fundraising table	<input type="checkbox"/>	Door Knock
<input type="checkbox"/>	Trading table	<input type="checkbox"/>	Badge Day
<input type="checkbox"/>	Raffle table	<input type="checkbox"/>	Other (please specify):
<p>On the, I notified the Retail Business/s of that the fundraising will be occurring on the footpath adjoining their premises.</p>			



ANNEXURE A – MAP

ANNEXURE B – GENERAL CONDITIONS OF PERMIT:

The Applicant agrees:

1. Indemnification of Council

The Applicant agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the granting of such permit and the establishment and operation of the said Permit.

2. Public Liability Insurance

The Permit holder shall take out and keep current during the period of this permit a public liability insurance policy in a form approved by the Council insuring, for a minimum sum of ten million dollars (\$10,000,000) the Council and the Applicant against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Applicant or both arising out of or in relation to the granting of such permit or the operation of the permit.

3. Operation of Permit

This Permit will not commence to operate until payment of the prescribed fee is made (if applicable), the Permit has been duly executed by both parties, proof of all insurances have been provided to Council and a copy of the Permit returned to you by Council.

4. No Exclusive Occupation

This Permit does not confer on the permit holder any exclusive right, entitlement or interest in the defined area (unless specifically provided pursuant to Section 223 of the Local Government Act 1999) and does not derogate from the Council's powers arising under the Local Government Act 1999.

5. Retail Business / Adjoining Businesses

The Permit holder acknowledges and agrees that any adjoining business in which the fundraising event is to be located has been notified of the proposed fundraising activity.

6. Ownership of Equipment

All equipment placed on or over public land remains the property of the Permit Holder pursuant to Section 209 of the Local Government Act 1999.

7. Alterations to Permit by Permit Holder

Any alteration to the permit may only be granted upon a new application being lodged with Council and/or on written approval of the amendments by Council.

8. Transfer

The permit is not transferable. The permit holder may not assign or otherwise transfer this Permit without first obtaining the consent of the Council in writing.

9. Cancellation or Amendment of Permit by Council

A Council may, by notice in writing to the holder of a permit; cancel, revoke, amend the conditions or withdraw a permit for breach of a permit condition or for any other reason deemed justifiable by Council. However, before the council cancels or amends a permit, the council must –

- Give the holder of the permit a written notice of the cancellation stating the grounds on which the council proposes to act and allowing the holder a reasonable period to make written representations to the council on the proposed cancellation; and
- Consider any representations made in response to the notice.

The 'reasonable period' of time allowed for the permit holder to make written representation to the council must be at least one month, unless the council determines that a shorter period should apply to protect the health or safety of the public, or otherwise to protect the public interest.

10. Presentation of Permit

This permit shall be produced to any Authorised Officer of the Council on demand.

11. Compliance

The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.

12. Legislative Compliance

The operation of the permitted activity is to be in accordance with all applicable industry standards, health or safety standards, Australian Standards, Codes of Conduct and legislation.

13. Area to be Kept Clean

The Applicant shall keep the area of permitted use clean, tidy and undamaged.

14. Reinstatement

The area of permitted use is to be reinstated to its original condition by the Permit holder on completion of the activity.

15. Damage to permit area

- (a) Repairing and/or replacing any damaged Council infrastructure will be the responsibility of the permit holder.
- (b) The Applicant shall bear the cost of all repairs carried out by the Council within the defined area which, in the opinion of the Chief Executive, have been made necessary by the activities of the Permit.
- (c) The Chief Executive may give notice requiring certain work to be done by the Applicant within 14 days from the giving of such Notice, and if the work specified in the Notice has not been completed within the said 14 days, the Council may by notice in writing signed by the Chief Executive cancel the permit forthwith.

16. Activity to be within defined Permit area

- (a) The location will be allocated by the Council and the permit area may not be altered without the approval of the Council.
- (b) All persons, equipment and activities associated with the permit shall remain wholly within the permit area at all times.

17. Removal of Equipment

All equipment, rubbish, infrastructure and other associated with the permit, shall be removed from the area at completion of the permitted activity.

18. The Prescribed Fee

The Prescribed Fee shall be applied in accordance with Council's annual Schedule of Fees and Charges. The Prescribed Fee is subject to annual review by Council within its adopted Fees and Charges pursuant to Section 188 of the Local Government Act, 1999.

19. Licence

The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.

20. Music

No music system or amplified sound to be used by any permit holder without the prior written approval of the Council. If you are wishing to use music please attach details.

21. Power

Council will not provide power. If you are wishing to provide your own power to your permit zone, please attach details.

22. Health Act

It is the permit holder's responsibility to ensure they operate within all South Australian Public Health Act, Food Act and Food Business Notification requirements.

23. Fit and Proper Person

The permit holder must be a fit and proper person who acknowledges and agrees that Council reserves the right to request a current police background check of permit applicants, particularly in regards to permit activities involving children.

24. South Australia Police

The permit holder acknowledges and agrees that Council reserves the right to engage the services of South Australia Police where any activity is deemed to be unlawful and / or in breach of the peace beyond Council jurisdiction, irrespective of whether a permit has been issued by Council for the activity or not.

25. Respect

The permit holder must treat all members of the public with respect.

26. Public Order

The permit holder must not convey, whether verbally, in writing or on signage, a message or communication which jeopardises public order or otherwise might encourage a breach of the peace.

27. Comfort of use

The permit holder must not adversely affect or disturb the peace, comfort or convenience of users of any public place.

28. Comply with directions

The Permit holder must comply with all directions issued by an Authorised Officer of Council.

29. Cease activity

The permit holder must cease the permitted activity immediately if directed to do so by an Authorised Officer of Council.

30. Obstruct or Impede

The permit holder must not obstruct or impede the free flow of pedestrian or vehicular traffic or otherwise prevent such thoroughfare.

31. Litter Bins

If requested by Council, the permit holder shall supply and install litter bins of a design approved by the Council. The number of litter bins to be supplied and installed shall be determined by the Council.

32. Occupational Health, Safety & Welfare Responsibility

Statement of Responsibility of Permit Holders

- Permit Holders, whilst holding permits authorised by Council are responsible for ensuring their capacity as responsible employers, that they and their employees comply with the provisions of the Occupational Health, Safety & Welfare Act 2012 and associated regulations.
- Notifying both the Council and the Department of Administration and Information Services of accidents, incidents and/or dangerous occurrences as defined by Regulation 6.6 of the Occupational Health, Safety & Welfare Act (Notification of Certain Occurrences) Regulations 1995, involving contractors or their employees.
- Ensuring compliance with the advice and/or directive regarding occupational health and safety issued by the Council and its agents.
- Abiding by the terms of the Permit, including compliance with these occupational health and safety responsibilities.
- Providing for themselves and their employees, all necessary protective equipment and enforcing the correct usage and maintenance of any such equipment.
- Exercising due skill, care and expertise in undertaking all defined permit activities.



ANNEXURE C – INSURANCE



ANNEXURE D – SPECIAL CONDITIONS

DECLARATION BY APPLICANT

I / We agree and acknowledge that:

1. I have read and understood the Permit conditions and agree to abide by said conditions.
2. I have attached a copy of my current insurance in accordance with the Terms and Conditions of this Permit. I confirm that the insurance attached is adequate in providing the appropriate insurance cover for the permitted activity.
3. I agree to any/all Special Conditions that the Council may determine and attach to this Permit.
4. I understand that this Permit does not provide me with exclusive use of the site and as such, I acknowledge that other traders or activities may be located in relatively close proximity to the location of this permitted activity.
5. I have attached evidence providing that the organisation is a charity or not-for-profit organisation and that 100% of the proceeds of sales are directed to that charity of organisation.
6. I understand that this permit application is not consent to undertake the activity until such time as I receive a copy of the Permit / Authorisation form signed by Alexandrina Council.

I / We acknowledge that I / we have read and understand the Permit conditions and I / we agree and abide by the conditions of this Permit:

.....
Signature of Applicant

.....
Name of Applicant

.....
Position of Applicant

.....
Date

OFFICE USE ONLY

AUTHORISATION BY COUNCIL

**SIGNED for
ALEXANDRINA COUNCIL
by its authorised delegate in the
presence of:**

.....
Signature of Witness

.....
Signature of Authorised Delegate

.....
Name of Witness

.....
Name of Authorised Delegate

.....
Date

.....
Position of Authorised Delegate

Permit Number	
Permit Expiry Date:	
Permit Expiry Time:	

Fundraising (Badge, Raffle, Exhibitors) Permit

A person must not without the permission of Council, undertake certain activities on Local Government Land including public land and community reserves. For the purpose of this application, fundraising means a stall operating on public land or road reserve (footpaths) in order to raise money for a charity or not-for-profit organisation where 100% of the proceeds of sales are directed to that charity or organisation.

Footpaths are the property, refuge and transit lanes for pedestrians and are classified as road reserve.

Alexandrina Council will consider all other competing uses of a footpath on receipt of a fundraising application and will aim to establish a practical balance amongst the various user groups. Council will strive to ensure that activities that promote a sense of vibrancy and local attraction do not impede or create adverse impacts on other users.

Fundraising activities are not permitted to occur on any public street, road related area or public reserve unless permission has been authorised by Council in writing via a Permit. The permit will authorise the permit holder to use the approved area for conducting fundraising activities in accordance with all conditions of the permit, on a non-exclusive basis.

Alexandrina Council may introduce a fee for use of roads and public land for fundraising purposes. Fees payable will be in accordance with Council's annual Schedule of Fees and Charges (as applicable).

Applications for and approval of permits will be determined by Council taking a range of factors into consideration. There is no obligation on Council to approve a permit.

Permit application forms are required to be lodged with Council a minimum of **twenty one (21)** business days in advance of the activity unless otherwise negotiated with Council.

A Fundraising Permit will be valid for a period of time/s and day/s as stipulated on the permit. Generally a Fundraising Permit will be for an allocated time frame within one single day or week only.



In order to obtain a Fundraising Permit please read all of the information provided in the

- **General Conditions of Permit Application; and**
- **Permit Application Form**

For more information:

Website -www.alexandrina.sa.gov.au

Email – property.officers@alexandrina.sa.gov.au

Phone - (08) 8555 7000