



<b>APPLICATION TO COLLECT MONIES (INC THE SELLING OF RAFFLE TICKETS) ON COUNCIL FOOTPATHS</b> <i>Application for use of Local Government Land, Footpaths or Roads pursuant to Council's By-laws #1, #2 and #3</i>	SF180
	Responsible Officer: SCO
	Issue Date: 23/09/2020
	Next Review Date: July 2024

<input type="checkbox"/> Trading Table	<input type="checkbox"/> Sausage Sizzle	<input type="checkbox"/> Sale of Raffle Tickets	<input type="checkbox"/> Collection of Monies
<input type="checkbox"/> Other Activity			

**NAME/BUSINESS/ORGANISATION**

Address:

Township:		Postcode	
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**POSTAL ADDRESS (IF DIFFERENT FROM ABOVE):**

Address:

Township:		Postcode	
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**PHONE NUMBERS:**

Mobile:		Home:	
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**EMAIL ADDRESS AND WEBSITE:**

Email:	
Website:	

**PLEASE NAME ALL PARTICIPANTS TO BE PRESENT ON THE DAY:**

**ITEMS / PRODUCTS TO BE SOLD / RAFFLED ON DAY:**

**PREFERRED LOCATION (PLEASE BE SPECIFIC AND INCLUDE MAPS IF NECESSARY):**

Council will designate an appropriate and specific location

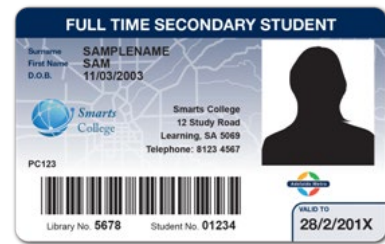
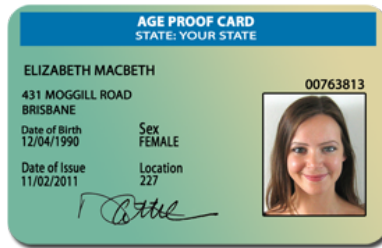
**PLEASE SPECIFY THE REQUESTED DATES AND TIMES FOR YOUR COLLECTION:**

<b>Dates:</b>
<b>Times</b> (Permits will generally only be issued on Thursdays & Fridays 10am – 1:30pm excluding Good Friday & Christmas Day):

**PROPS/EQUIPMENT/SIGNS TO BE USED (BE SPECIFIC):**

## **IDENTIFICATION:**

You must provide photographic identification of all persons listed above. If the person is under the age of 15 years, identification of the parent or guardian must be provided. A photo alone is not acceptable. Please attach a copy of photo identification for each participant. Examples of photo identification (but not limited to) include:



## **PERMIT CONDITIONS & OPERATING GUIDELINES**

1. No person shall, in the public domain, attempt to collect money, pledges or goods (including the sale of raffle tickets) unless a permit has first been obtained from Council.
2. Individuals and organisations must apply for a permit by completing the SF180 Application to Collect Monies (inc the Selling of Raffle Tickets) on Council Footpaths
3. The permit holder is to agree to indemnify, and keep indemnified, the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of, or in relation to, the issuing of the permit or undertaking of collection activities.
4. The permit holder shall take out and keep current a Public Risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of Ten Million Dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
5. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
6. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this permit, authorised by Council, has been returned to you.
7. All goods are to be displayed on a table/stand. The seller(s) must remain behind this table/stand at all times.
8. Prior to setting up the table/stand/commencement of the stall, a copy of the permit shall be shown to the manager/person in charge of the adjacent shop if it is open to the public at that time
9. The permit holder, where appropriate, shall ensure that they are licensed or registered to carry out the activity authorised by the issuing of this permit.
10. 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.
11. The approved permit applies to the allocated site and date only and can only be transferred if requested in writing.
12. The permit is strictly for the authorised permit holder and is not to be transferred to any other individual or organisation.
13. For the sale of raffle tickets/collection of monies, the permit holder must clearly state the purpose for the collection to the donor. Collection tins and boxes must be distinctly displayed with the individual's or organisation's details including telephone number or website and/or the reason for which to collection is being made.
14. Furniture is limited to one (1) table and two (2) chairs for the collectors' use and must be situated in a position as not to interfere with pedestrians, traffic or shop frontage requirements.
15. Collectors are to be situated at least five (5) metres from any entry/exit doors of adjacent business premises'.
16. No obstruction shall be caused to pedestrian traffic.
17. Collectors must not approach the public for donations, pledges or goods or harangue or harass passers-by.
18. Each permit will be valid only for the period specified on the permit.
19. Collectors must abide by and comply with all reasonable instructions from Council's Authorised Officers or Police Officers.
20. Any litter resulting from this activity must be removed by the permit holder to ensure that the immediate vicinity is left in a tidy condition.
21. If the permit holder fails to meet any one of the above permit conditions, further permits for collection days may be refused and/or action may be taken under the Local Government Act 1999.

22. A maximum of two (2) days per week will be designated 'collection days' that individuals or organisations will be permitted to collect monies, pledges or goods (including the sales of raffle tickets) in the public domain.
23. Any individual or organisation can apply for a maximum of four (4) separate days per calendar year for the collection of monies, pledges or goods. This can be applied for in advance or prior to each separate occasion.
24. Every effort will be made to grant each applicant permission to operate on the date they have requested, but no guarantees will be made.
25. Collection days will not be allocated to individuals or organisations in the week leading up to Anzac Day and Remembrance Day unless directly associated with the event.
26. Where it is not possible to allocate the date desired, an alternative date will be offered.
27. Approval for collection days will be issued in the order that completed applications are received.
28. The activity shall be conducted for a single period of no longer than three (3) hours on the permitted collection day and no more than two (2) people shall be grouped at the same location.
29. The permit holder must produce an approved permit from Council at the request of a Council staff member, Police Officer or adjacent premises owner.
30. Prior to setting up the table/stand/commencement of the stall, a copy of the permit shall be shown to the manager/person in charge of the adjacent shop if it is open to the public at that time.
31. Permit holders must take appropriate precautions to reduce the risk of transmission of COVID-19. This includes practising ensure practising good hygiene and applying physical distancing, or social distancing principles.
32. If the permit holders/designated individuals are unwell leading up to the event/activity or fall ill on the day of the event/activity and an alternative individual cannot be arranged, than the event/activity shall be postponed or cancelled.
33. Communal food or beverage areas are not permitted.
34. Food and beverages for sale and onsite consumption (including BBQ's/Sausage Sizzles) is not permitted during the event/activity unless evidence of COVID-Safe Plan and a designated COVID Marshal has been provided to Council.

I, the undersigned, declare as follows

(Please tick all boxes to indicate that you have read and will abide by each condition)

- I agree to provide The Yorke Peninsula Council Permit to any Police Officer or Council Authorised Officer/s when requested.
- I will follow any lawful direction issued by a Police Officer or Council Authorised Officer/s.
- I understand that I cannot transfer this Permit to any other person or organisation.
- I agree that this permit does not give me sole use or reservation of a site.
- I will not create a threat to public safety.
- I understand that I cannot operate within 5 metres of an entrance to a building, business premises or any outdoor dining or seating area.
- I will maintain 1.5 metres unobstructed pedestrian access at all times.
- I understand that I cannot approach, single out or seek specific attention from any member of the public or any business.
- I understand that I cannot approach any person for a monetary donation.
- I will not erect, install, place or cause to be erected, installed or placed any structure, object or material of any kind where it might present a nuisance or danger or be of an unsightly nature to any person using the land.
- I will treat all members of the public with respect and not abuse or argue with any member of the public including Council Authorised Officers.
- I understand that if the Yorke Peninsula Council has designated a specific area (or specific areas) for the activity, I cannot operate outside of the designated area at any time.
- I agree to indemnify and to keep indemnified the Yorke Peninsula Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
- I will ensure that the site is left in a clean and tidy state and that no litter is left, dropped, or blown from the site as a result of the activities undertaken.
- I will ensure that a parent or guardian will be in attendance at all times to monitor any children under the age of 15 years involved in the activity.
- I will practise good health and hand hygiene at all times.
- I will apply and encourage social/physical distancing principles.
- I will not hold the event if I or designated staff become unwell on or leading up to the event and will postpone or cancel.

- I understand that there are additional requirements for the sale of food and beverages and will not proceed with this activity unless these requirements have been met.
- Activities involved with the sale of Food and Beverages only*
  - I confirm I have contacted the Councils Environmental Health Officer to discuss what my responsibilities and requirements are.*
  - I (or a designated person attending the event/activity) has completed the COVID Marshal training*
  - I have completed a COVID-Safe Plan*
- I understand that failure to comply or abide by any of the above conditions or operating guidelines constitutes a breach of my permit and my permit will be cancelled immediately.**

<b>Enclosed with my application is my (please tick):</b>
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- |   |
|---|
| <input type="checkbox"/> Public Liability Insurance Certificate of Currency (\$10 Million)  |
| <input type="checkbox"/> Risk Assessment for the performance/activity   |
| <input type="checkbox"/> Copies of photographic identification for all persons above the age of 15 years, or  |
| <input type="checkbox"/> Copies of photographic identification of a parent or guardian  |
| <input type="checkbox"/> A Copy of the COVID-safe plan and COVID Marshal training certification ( <i>activities involved with the sale of Food and Beverages only</i> ) |

**Parent/Guardian Consent****(Required if the performer is under 15 years of age):**

I \_\_\_\_\_ of \_\_\_\_\_  
 hereby consent to my child/ren (please print name/s) \_\_\_\_\_

Undertaking the specified activity in the Yorke Peninsula Council Local Government area.

I understand that

1. The Yorke Peninsula Council provides no supervision of any person nominated in this permit (including those under 15 years); and
2. Children under the age of 15 are subject to all Yorke Peninsula Council permit conditions.
3. The parent or guardian to whom a permit is issued on behalf of a child must accompany the child at all times.
4. Any permit granted to a parent/guardian on behalf of a child is only valid during the daylight hours in which the child is not required to attend school in accordance with the Education Act 1972

I have read, understood and explained to my child/ren, The Yorke Peninsula Council Permit Conditions, and hereby agree to abide by such.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name:			
Applicants Signature:		Date:	
<b>OFFICE USE ONLY</b>			
<b>YORKE PENINSULA COUNCIL – ADDITIONAL SPECIAL CONDITIONS</b>			
In addition to the general conditions, the permit holder must:			
1.			
2.			
3.			
4.			
Public Liability Insurance	YES / NO	Expiry Date:	
Risk Assessment Completed	YES / NO	Photographic Identifications	YES / NO
Variations to proposed times, dates or locations:			
Permit:	APPROVED / DENIED	DATE:	
Officer:			
Position:			
Signed:			