

# Application to Fundraise on Public Land or Public Roads



Lake Macquarie  
City Council

## Face-to-face collection, bucket collection etc.

Under Section 68 of the Local Government Act 1993

Your reference no.: \_\_\_\_\_

Our reference no.: \_\_\_\_\_

### Advice to Applicant

- Please complete this form in ink using BLOCK LETTERS
- Application fee must accompany application (if applicable) – Refer to Councils Fees and Charges available at <http://www.lakemac.com.au/>
- An incomplete application may result in deferral of your application

For application of lodgement advice please contact Council's Customer Service Centre on (02) 4921 0333  
Please Note: A final inspection from Council's Asset Management Drainage section will be required on completion of works. Please call Council's Customer Service Centre on 4921 0333 to book in an inspection.

### Applicant Details If applicant is a company, the ABN number must be provided CSO Checked

|   |     |           |
|---|-----|-----------|
| Organisation Name   |     | ABN No.   |
| <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other |     |           |
| Primary Contact Person  |     | Position  |
| Postal Address  |     |           |
| Suburb  |     | Post Code |
| Phone   | Fax | Mobile    |
| Email Address   |     |           |

### Location(s) of proposed activities CSO Checked

### Details of Proposed Activities CSO Checked

For activities that span multiple dates, please attach a separate sheet indicating times, dates and locations.

| Date of Event/Activity           | Times Required from | to |
|----------------------------------|---------------------|----|
| Description of Proposed Activity |                     |    |

### What to include with your application CSO Checked

Please tick the appropriate boxes

|   |                          |
|---|--------------------------|
| Evidence of current fundraising license from the Office of Liquor, Gaming and Racing  | <input type="checkbox"/> |
| Certificate of Currency for public liability insurance for \$20 million noting Council as an interested party in relation to personal injury and property damage. | <input type="checkbox"/> |

## Applicant Declaration

I declare that all the information I have provided is true and correct:

Applicant Name (please print)

Applicant Signature

Date

## Conditions of Approval

Should your application be approved, you must comply with the following conditions:

- (1) Fundraising activities must not be within 5 metres of a bus stop, pedestrian crossing, taxi stand or intersection.
- (2) Must not occur in any area adjacent to an educational establishment or place of public worship or in any park or reserve.
- (3) A 2.0 metre wide unobstructed section of footpath is to be maintained at all times from the building façade, adjacent shops or buildings
- (4) Must be located no closer than 600mm to the back of the kerb.
- (5) The activity must not obstruct or hinder the passage of pedestrians or vehicles
- (6) The activity must not involve marking the footpath or affixing any matter or structure to the footpath paving.
- (7) Collectors may receive voluntary donations from the audience but may not solicit funds.
- (8) The activity must not cause nuisance, offence or obstruction.
- (9) If located for any period of time outside any shop must have the permission of the shop owner and adjacent shop owners; otherwise must be roaming.
- (10) Must not include a public address system or the like.
- (11) Surrounding area is to be maintained in a clean and tidy condition and free of hazard and rubbish.
- (12) Fundraising activities must be conducted in accordance with the Charitable Fundraising Act 1991

Privacy Information: The details provided in this form may contain information that is personal information, which identifies you etc., for the purposes of the Privacy and Personal Information Protection Act. The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where requires and other associated matters as provided by law and will be utilized by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons where such access is in accordance with the relevant regulations requirements in this regard. The submission of personal information in this case is required by law and it not provided (wholly or in part) may affect or prevent consideration of the matter by Council. The information will ultimately be stored in Council's records system.

## How to lodge this application

Courier or in person:

Customer Service Centre  
126-128 Main Road, Speers Point  
NSW 2284

Fees, charges , contributions and bonds payable are shown in the Schedule of Fees and Charges available on our website and from the Customer Service Centre.

Mail:

PO Box 1906 HRMC NSW 2310

Payments can be by cash, cheque, EFTPOS and some credit cards. Do not post cash. It is best to confirm fees before writing in cheques.

How to contact us:

Phone: (02) 4921 0333  
Fax: (02) 4958 7257  
council@lakemac.nsw.gov.au  
www.lakemac.com.au

A dishonored cheque will result in an application being cancelled and payment of a cheque dishonor fee will be required. Acknowledgement of application will be provided upon payment.

## Office Use Only

| Fees and Charges  | Fee Code | Amount (\$) | Receipt No.  | Date | CSO |
|---|----------|-------------|--|------|-----|
| As per Council Schedule of Fees and Charges   |          |             |  |      |     |
| Application form fully completed <input type="checkbox"/>                                 |          |             | Fees Paid <input type="checkbox"/>   |      |     |
| Have all questions been answered <input type="checkbox"/> YES <input type="checkbox"/> NO |          |             | Applicant advised of unsatisfactory items and that the application should not be lodged until these minimum requirements have been satisfied. <input type="checkbox"/> |      |     |
| Owners consent given <input type="checkbox"/>   |          |             |  |      |     |
| Responsible Officer's Comments  |          |             |  |      |     |

Decision:

Applicant Advised

Responsible Officer's Signature:

Date