



CHARITABLE COLLECTIONS AND PROMOTIONS ON COUNCIL CONTROLLED LANDS

PURPOSE

To regulate the activities of those persons collecting on behalf of a charitable organisation, selling raffle tickets or promoting on Council controlled land in accordance with Council's adopted standard conditions.

This policy applies to Councillors, council staff and all persons conducting charitable collections and promotions within the Hunters Hill Municipality.

SCOPE

This policy applies to all interested parties that are applying to collect for, or on behalf of, charities and businesses and other organisations promoting in the Hunters Hill local government area.

POLICY STATEMENT

This policy is designed to ensure that reasonable access is available to permit charitable collections and promotions while ensuring that at the same time disruption to residents and businesses is minimised. The policy is designed to provide a quick and efficient approval process.

The objectives of the policy are:

- To provide clear guidelines on the conditions that will normally apply to charitable collections and promotions within the Council area.
- To facilitate charitable collections and promotions in the Hunters Hill LGA on public property in a way that supports organisations but at the same time minimises disruption to residents and businesses.
- To provide reasonable access to public property under the control of Hunters Hill Council for the purposes of charitable collections and promotions.
- To allow a high level of delegation to Council officers for quick response and approval of applications for promotions without delay.
- To maintain an efficient system for dealing with complaints.

1. GENERAL CONDITIONS

These general conditions apply to all charitable collections and footpath/road merchandising promotions and sales within the Hunters Hill Municipal area.

The following conditions and requirements must be addressed in submitting a charitable fund raising collection application and/or a footpath/road merchandising display application.

- 1.1. All applications for charitable collections and merchandising display/sales on footpaths and roads in the Hunters Hill Council must be made in writing to the Council's Senior Community Law Enforcement Officer on the Application Form (Attachment 1).



1.2. All applications must be accompanied by a copy of 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
- Duration of cover
- Amount insured (\$10 million or more)
- Name and details of the insurer
- Policy number

1.3. 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

1.4. The distribution of any election material at any citizenship ceremonies and in any Hunters Hill Council related event or media by Councillors, members of staff or Council Delegates, whether they are acting in their official or other capacity, is prohibited.

1.5. The number of charitable or fund raising organizations able to collect is limited to a maximum of two groups on any one day, in each of the defined commercial business districts within the Council's area.

1.6. By signing the application, applicants agree to comply with the conditions of this policy and any permit issued. Non compliance may result in the immediate cancellation of the permit and the forfeiture of the fee or the issue of an on the spot infringement.

2. CHARITABLE COLLECTIONS ON PUBLIC (COUNCIL) PROPERTY

Permits for charitable fund raising collections shall be issued subject to the following conditions;

2.1. Compliance with all General Conditions stated in Part 1.

2.2. Adhere to and comply at all times with the Guidelines regarding charity collections and fundraising published by the Office of Charities, Department of Gaming and Racing

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

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

2.5. Persons making the collection must not harass pedestrians nor impede the flow of pedestrians and access must be maintained at all times.

2.6. Details of the locations of any collection tables must be supplied in the application. A table 1m x 1m is permitted at some locations.

2.7. Use of props, equipment, stages, back drops, "A" frame signs or marquees is prohibited, unless for Council's own events.

2.8. Amplification equipment is prohibited, unless for Council's own events.



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

2.10. The applicant and personnel involved in the activities shall not inconvenience or obstruct pedestrian, vehicular traffic or occupants of premises in and around the designated area.

3. PROMOTIONS ON COUNCIL (PUBLIC) PROPERTY

Permits for footpath/road merchandising and/or promotional display shall be issued subject to the following conditions.

3.1. Compliance with all General Conditions stated in Part 1.

3.2. The application must clearly detail how the promotion is to be conducted.

3.3. The applicant shall indemnify Hunters Hill Council against all claims for damage or injury that may result from the activity or occupation of part of the public way during the activity (Section 2 of Application Form).

3.4. The applicant and all personnel involved in the activities shall:

- Comply with all reasonable directives issued by authorised officers and employees of Hunters Hill Council.
- Not inconvenience or obstruct pedestrian, vehicular traffic or occupants of premises in and around the designated area.
- Ensure that the activities do not disrupt normal day to day business operations located in the vicinity of the activities.
- Be responsible for any damage caused to the public place as a result of activities and will reimburse Council for the cost of any necessary repairs.
- Maintain the areas used in a clean and tidy condition to the satisfaction of Hunters Hill Council and shall reimburse Council for any extraordinary cleaning costs resulting from the activities.

3.5. "A" frame signs and banners are not permitted. Signs on private property are only permitted with the consent of the owner/proprietor of the private property.

3.6. Details of the locations of any tables must be supplied in the application. Table size may be restricted at some locations.

3.7. Council reserves the right to cancel this approval at any time.

3.8. Any conflict of interest with adjoining or adjacent business operators will not be approved.

3.9. Should the promotion involve the handling of food, all relevant standards and conditions shall be complied with as required by NSW Food Authority or Council's Environmental Health Officers.

3.10. A copy of promotional material is submitted to Council on application.



4. FEES

Not-for-profit and charitable organisations are exempt from paying the fees.

Fees apply for all promotions on Council property, and must be paid in full prior to commencement. A schedule of fees is made public annually and can be found on the Council website, or at the Customer Service counter at the Town Hall.

In person: Town Hall, Alexandra Street, Hunters Hill NSW 2110

Phone: 02 9879 9400

Email: council@huntershill.nsw.gov.au

By Post: PO Box 21, Hunters Hill NSW 2110

Fax: 02 9809 7338

PROCESS OF APPLICATIONS

An absolute minimum of two (2) working days' notice is required for processing.

Note that processing time may also depend on approval from other agencies.

RELATED RESOURCES

DRC- POL .12 A Frames & Merchandising Signs on Roads and Public Places.

Draft DRC- POL (New) Busking in Hunters Hill Policy.

DRC –POL.01 Outdoor Eating Policy.

POLICY OWNER

The policy authority is the General Manager.

AUTHORISATION AND REVIEW

This policy to be reviewed in 2018 or with any changes to relevant legislation or Council policies.

Version Control Table

Date	Version	Res. No.	Key Changes	Author
2013	1.0	368/13	Policy Initially Adopted	Barry Smith



Attachment 1.

HUNTERS HILL COUNCIL

Application and Permit to Conduct Charitable Fund Raising and Promotions

SECTION 1 – APPLICANT'S DETAILS

Applicant: Charity:
 Contact:
 Address:
 Suburb: Postcode:
 Phone No: Mobile:
 Email: Fax No:

COLLECTION/PROMOTION DESCRIPTION (Full details of collection/promotion are required including the proposed location/size of tables):

AREA FOR COLLECTION

Permits are only issued up to one (1) month in advance. A separate form is required for each month.

PERMIT IS REQUIRED FOR THE MONTH OF:					COUNCIL USE ONLY
Suburb	Street	No. of Collectors/ Persons conducting Promotion	Date	Time From: To:	Determination
<input type="checkbox"/> Hunters Hill					
<input type="checkbox"/> Woolwich					
<input type="checkbox"/> Henley					
<input type="checkbox"/> Huntley Cove					
<input type="checkbox"/> Huntley					
<input type="checkbox"/> Gladesville					
<input type="checkbox"/> Boronia Park					



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 Hunter's Hill 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:

PRIVACY STATEMENT

If you are applying for consent as an individual, you may be providing the Council with personal information (such as your name and address) within the meaning of the Privacy and Personal Information Protection Act 1998.

The personal information requested on this form will only be used to fulfil the purpose for which it is being collected as described on this form. The supply of information by you is voluntary, but if you cannot, or do not wish to, provide the information sought, we may not be able to process your application. The Council is to be regarded as the agency that holds the information and will endeavour to ensure that this information remains accurate and up-to-date. You may make an application for access or amendment to this information held by the Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation.

This application form is accessible to the public upon written application, subject to Council's Privacy Management Plan and the Government Information (Public Access) Act

Enquiries concerning this matter can be addressed to Council's Customer Service Manager.

I have read and understand the Privacy Statement

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 Hunter's Hill Council to be named on your insurance as joint insured for the respective rights and interests of yourself and Council.

Insurance Information

I hereby declare that (name of applicant)

as permit holder and Hunter's Hill 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 Hunter's Hill 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 Hunter's Hill Council and the policy document shall be endorsed to this effect.

This insurance includes the cross liability clause.

Signed: Date:

NB: A Copy of your Certificate of Currency must be provided to Council before a permit is issued.

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 Hunter's Hill 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: