

Local Laws

Application for Intersection Collections and Door Knocks

How to complete this form:

- Read the “Conditions of Issue and Use” sections before completing this form
- Fill out all fields correctly using block letters
- Complete the supporting documentation checklist
- Ensure all supporting documentation is submitted to Council with the completed application form

Please Note: The application will not be processed unless all details are completed and all required supporting documentation has been provided.

SECTION 1 – APPLICANT DETAILS

Fundraising organisation details – the section must be completed by the Applicant

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Fundraising organisation details – the section must be completed by the Applicant	
Given Name	
Surname	
Contact Number	
Email Address	
Name of Fundraising Organisation	
Address of Fundraising Organisation	State Postcode
List the name/s of the Charities' represented by the above organisation	
Is your fundraising organisation registered in accordance with the Fundraising Act 1998?	<input type="checkbox"/> No <input type="checkbox"/> Yes Registration Number Expiry Date
Exempt – under which category of exemption (refer to Consumer Affairs Victoria)	

SECTION 2 – FUNDRAISING TIME AND DATE

Type of Activity	
Intersection Collection	<input type="checkbox"/> Lights at Ogilvie Avenue & High Street (KCF)
	<input type="checkbox"/> Lights at High & Pakenham Streets, Echuca
Door Knock (Residential areas only)	<input type="checkbox"/>

Date of Activity – is the activity to be conducted on a Day of Significance? E.g. Anzac Day, Remembrance Day	
*1 day of Significance per year, per organisation	
<input type="checkbox"/> Yes Significant Day	
Date	
<input type="checkbox"/> No – please complete the below	
Please list your preferred dates:	
Intersection collections and door knocks are only permitted to be conducted on any two (2) days per calendar year or one (1) day bi-monthly (every second month) per calendar year, per organisation.	
Date	Name of Organisation
Date	Name of Organisation
Date	Name of Organisation
Date	Name of Organisation
Date	Name of Organisation
Date	Name of Organisation

Time of Activity	
Intersection collections are permitted to be conducted between the hours of 9:00am – 5:00pm, Monday – Sunday. Door knocks are permitted between the hours of 9:00am – 5:00pm, Monday to Friday and 10:00am – 5:00pm Saturday.	
Intersection:	
<input type="checkbox"/> 9.00am – 12.00pm	<input type="checkbox"/> 12.00pm – 5.00pm <input type="checkbox"/> all day 9.00am – 5.00pm
Door Knock:	
<input type="checkbox"/> 9.00am – 12.00pm	<input type="checkbox"/> 12.00pm – 5.00pm 10.00am – 5.00pm (Saturday)
<input type="checkbox"/> all day (9.00am – 5.00pm Monday to Friday)	

SECTION 3 – SUPPORTING DOCUMENTATION CHECKLIST

The following documentation must be provided to Campaspe Shire Council at the time of application. Applications received without the required documentation will not be processed.

☐ Certificate of Currency (Public Liability Insurance)

*Cover must be current for the date/s requested to conduct the activity and show cover to the value of or greater than \$10 million.

Please note: Intersection collections require approval from Victoria Police. Applications to Victoria Police will not be accepted less than 2 months or more than 6 months prior to the proposed date of collection. A copy of the approval letter from Victoria Police is to be provided to Campaspe Shire Council at least 10 days prior to the proposed date. Victoria Police Permit Applications can be found at this address:

<https://www.police.vic.gov.au/highway-permit-applications>

SECTION 4 – STATEMENT OF ACCEPTANCE

This section must be completed by all applicants.

I declare that the information I have provided is true and correct. I have read, understood and agree to Campaspe Shire Council's Fundraising Approval "Conditions of Issue and Use" and Victoria Police Conditions and Guidelines, that can be viewed on the Police issued application form and wish to apply for the selected Letter of Approval to use in accordance with these terms. I will ensure that the Letter of Approval is not sold, transferred or assigned to another party and will be solely used for the purposes as stated. I agree to return the approval letter if my eligibility changes. I acknowledge any information found to be false in support of this application will result in my Letter of Approval being cancelled.

Applicants Name		
Applicants Signature		Date

Campaspe Shire Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.campaspe.vic.gov.au or contact Council's privacy officer on 1300 666 535.

INTERSECTION COLLECTIONS

Applications to conduct an intersection collection must be received by Council at least 12 weeks prior to the proposed date to conduct the activity

- Approval from Victoria Police must be obtained once Council has provided approval. Victoria Police will not accept applications received in less than 2 months or more than 6 months prior to the proposed date to conduct the activity
- A copy of the approval letters from Victoria Police must be provided to Council at least 10 days prior to the proposed date of the activity
- Intersection collections will be approved to take place in the following locations in Echuca:
 - High Street and Ogilvie Avenue Lights (KFC),
 - High Street and Pakenham Street Lights
- Fundraising organisations may apply for approval to conduct fundraising activities on any 2 days (these may be consecutive), per 12 month period or 1 day bi-monthly, per 12 month period
- A maximum of 26 intersection collections may take place per calendar year within the municipality. If this limit is reached, no further applications will be approved
- Fundraising activities are permitted between the hours of 9:00am – 5:00pm Monday to Sunday
- Intersection collections are not permitted during times of rain, wet roads or poor visibility i.e. fog
- A collector must be 16 years of age or older at the time the activity is conducted. A guardian/supervisor, over the age of 18 years of age, must be present at all times if fundraising activities are conducted by a minor on behalf of the fundraising organisation
- Collections of contributions from occupants of vehicles must only be conducted during the red light signal phase. The collection is to stop when the lights turn green and collectors must move in a safe manner to the side of the road or on to the traffic island in the middle of the road where available
- Fundraising organisation representative(s) must not interfere with the pedestrians pushing buttons at traffic signals/pedestrian crossings
- The fundraising organisation is responsible for an intersection collection and must provide signage on every approach leading up to the intersection where the activity is being conducted. The signage must state: CAUTION HIGHWAY COLLECTORS AHEAD". The signage must be secured in a manner that does not obstruct traffic nor impede the visibility of the road use. The distance from the intersection for the signage must be approved by VicRoads. All signage must be removed by the fundraising organisation directly after the activity has ended
- The fundraising organisation representative(s) must not harass or interfere with vehicle driver/passenger(s), pedestrians, businesses or other road/street activities
- Obstructions or interference to vehicles, pedestrians, traffic and/or entrances of a business is not permitted

Door Knocks

- Applications to conduct door knocks must be received by Council at least 2 weeks prior to the proposed date to conduct the activity
- Door knocks are restricted to residential areas only. Door knocking is not permitted in commercial, industrial or retail areas
- Fundraising organisations can submit 2 applications (maximum 2 weeks duration per application) for approval to conduct fundraising activities per 12 month period
- Fundraising activities are permitted between the hours of 9:00am – 5:00pm Monday to Friday and 10:00am – 5:00pm Saturday
- A collector must be 18 years of age or older at the time the activity is conducted
- The fundraising organisation representatives must not harass or interfere with occupants, pedestrians, home businesses or other street activities
- Obstructions or interference to pedestrians, and other traffic is not permitted

General Approval Conditions

- Charities need to notify Consumer Affairs Victoria of their intention to fundraise in Victoria to be deemed registered
- Applicants must complete Campaspe Shire Council's Fundraising Application Form and submit it to Council with the required supporting documentation within the required time frame
- All applicants must provide a copy of Certificate of Currency (Public Liability Insurance). Cover must be current for the dates proposed to conduct the activity and show cover to the value of or greater than \$10 million
- Campaspe Shire Council reserves the right to request additional information or documentation that may support the application
- Campaspe Shire Council endeavours to process fundraising approval applications within 10 business days
- Only 1 fundraising organisation will be approved to conduct fundraising activities in a location on any given day
- Approval to conduct fundraising activities will not be granted in the last two weeks of December and the first two weeks of January
- Days of Significance – refers to an event and/or day that is recognised by the community as being associated with a particular cause i.e. Anzac Day, Remembrance Day. The day of and the week leading up to this event will be reserved for the recognised charities. Fundraising organisations may apply for 1 day of Significance per year
- When more than 1 fundraising organisation requests the same date/s, the applications will be processed in the order they were received
- Priority may be given to campaigns relating to emergency/unexpected events or natural disasters
- Fundraising activities are only permitted for the dates, times and location permitted on the Letter of Approval
- Fundraising activities must be cancelled if a Code Red – Fire Danger Day Alert is declared by the CFA. All issued Letters of Approval will automatically be revoked for these dates and it is the responsibility of the fundraising organisation to cancel their fundraising activities for these dates
- Fundraising activities must be cancelled if a Heat Health Alert has been issued by the Department of Health and Human Services. All issued Letters of Approval will automatically be revoked for these dates and it is the responsibility of the fundraising organisation to cancel their fundraising activities for these dates
- The fundraising organisation representative(s) undertaking fundraising activities must carry the valid Letter of Approval at all times
- The fundraising organisation representative(s) must wear clearly visible identification badges clearly showing the organisation/charity they are representing, their name, if they are a paid or volunteer collector and an identification number. Text is to be at least 4mm in height. The identification badge is to be worn at all times during the activity
- The fundraising organisation representative(s) must wear identifiable clothing at all times during the activity. Collectors at intersection collections must wear high visibility clothing
- Collection tins must be secure, clearly labelled and consecutively numbered
- The fundraising organisation representative(s) must not be under the influence of drugs or alcohol whilst conducting fundraising activities
- Any instruction(s)/direction(s) issued by an authorised officer of Campaspe Shire Council or a member of Victoria Police must be complied with immediately. Failure to do so may result in penalties and revoking of approval
- The area must be left in a clean state to the satisfaction of Campaspe Shire Council. Any unreasonable damage or spoiling of an asset as a result of the activity will incur a rectification cost
- Litter dropped must be retrieved immediately. Failure to do so will result in cleaning and/or infringement costs
- Fundraising activities outside the Conditions and Issue of Use are prohibited and subject to enforcement
- Display of furniture or use of amplification is not permitted
- Any Letter of Approval which is obtained as a result of providing false or misleading information may be cancelled and the fundraising organisation may be ineligible to obtain approval for a period of up to 12 months

- Failure to comply with the Condition of Issue and Use may result in cancellation or withdrawal of the approval(s) and the fundraising organisation may be ineligible to obtain approval for a period of up to 12 months
- Campaspe Shire Council reserves the right to withdraw approval at any time
- Campaspe Shire Council reserves the right to change the Conditions of Issue and Use of the Letter of Approval at any time.

Fundraising Organisations must comply with all relevant legislation including the below:

- Fundraising Act 1998
- Fundraising Appeals Act 1998
- Road Safety Road Rules 2017
- Victoria Police Guidelines and Permit Conditions for Highway.