

## STREETS AND ROADS LOCAL LAW

# APPLICATION FOR A PERMIT CONDUCT ROADSIDE TRADING OR ROADSIDE COLLECTION

I, .....  
(Name of Applicant / Organisation)

of .....  
(Address)

wish to apply for a permit to .....  
(Type of Activity)

Reason for Permit .....

Exact Location of Proposed Activity .....

Days and Dates of Proposed Activity .....

Times of Proposed Activity .....

Contact Person .....

For further information I may be contacted on ..... (phone) between the following times .....

Names of participants (include age and supervision details if under 18) .....

Please note applications cannot be processed unless the following is provided:

- (a) Written approval from owner/occupier is required if activity is to take place outside residential / commercial premises (copy of letter to be attached to this application form).
- (b) A certificate of currency of the appropriate Public Liability. (Minimum \$10M) Pertaining to the activity permitted.
- (c) A fee of \$65 is applicable for street and raffle stalls, however on completion of the questions below this fee may be waived for non-profit community based groups that do not pay income tax.

I declare that the above named organisation:- *(please tick box if applicable to your organisation)*

(i) Is a non-profit community based group

(ii) Does not pay income tax

(iii) Members of our organisation reside in Moira Shire

(iv) Other reasons why consideration should be given to waiving the permit fee for our organisation:  
.....

Note: In accordance with Council's Fundraising Street Stalls Policy no more than three (3) street stalls per day will be permitted in any town, with no more than one (1) selling goods and no more than two (2) selling raffle tickets.

Signature: ..... Date: .....

### Please complete this section if your activity is public fundraising, a raffle or a bingo session.

Permits for raffles or bingo sessions must be obtained from the Casino & Gaming Authority: Ph: (03) 9651 3333  
(No permit required if prize value under \$5,000).

Approval for fundraising activities must be obtained from the Office of Fair Trading and Business Affairs,  
Ph: 1800 177 905. A copy of the Fundraising Appeals Act 1998 is attached for your information.

I have read and understand the conditions of the above and have made the required application to either the Casino and Gaming Authority or the Office of Fair Trading and Business Affairs.

Name: ..... Signature: .....



**STREETS AND ROADS LOCAL LAW**

**APPLICATION FOR A PERMIT CONDUCT ROADSIDE TRADING OR ROADSIDE COLLECTION**

**OFFICE USE ONLY**

Permit approved Yes / No Waiver of Fee approved: Yes / No

In accordance with the Moira Shire Council's Streets and Roads Local Law 1999 (3 of 1999)

Section 32 - Roadside Trading OR  Section 46 – Roadside Collections

Council's Fundraising Street Stalls Policy should also be considered in determining whether to grant a permit.

Special conditions: .....

If a Permit is NOT granted, reason for refusal .....

Permit Fee \$..... Receipt No .....

Date: ..... Signature: .....

**FUNDRAISING APPEALS ACT (STATE GOVERNMENT REQUIREMENT)**

As per the Fundraising Appeals Act 1998, introduced on 1 July 1999, any public fundraising is subject to this Act.

What is a fundraising Activity?

- ◆ All public fundraising activities must be notified to the office of Fair Trading and Business Affairs of least 28 days before they are undertaken
- ◆ These fundraising activities include Doorknock appeals; Telemarketing; Traffic intersection collections; Donations to clothing bins; Sale of goods at opportunity shops; Appeals run by commercial fundraisers; Public appeals to support a club, association or an environmental or community cause; public appeals to support a cause or a person or a group persons and the selling of goods where portions of the sale price are donated to a charitable organisation or cause.
- ◆ The legislation requires the applicant to complete and lodge with the office of Fair Trading and Business Affairs, a Notice of Intention to Conduct a Fundraising Appeal form, at least 28 days before the fundraising activity is to start. (Notice of Intention to Conduct a Fundraising Appeal forms are available from the Office of Fair Trading and Business Affairs Phone: 1800 177 905)
- ◆ A copy of the Fundraising Appeals Act 1998 Fact Sheet can be obtained from Council.

**NOTE:**

This application will not be processed unless all requirements are met and supporting documentation is attached. Failure to comply with Council Local Laws will result in the issue of a \$100 infringement notice or a maximum fine of \$2,000 imposed by a Court. Any other detail deemed necessary to assist with the processing of this application may be noted on the form.

The personal information collected on this form will be used only for the administration of the Moira Shire Council Food Registration Services. Your personal information may be used or disclosed to organisations directly involved in the delivering of the service, as required by law or with your consent.