

# Fundraising Application Form

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street • Ballina (Mon -Fri 8.15am to 4.30pm)

**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au

**t** 1300 864 444 • **w** ballina.nsw.gov.au • **abn** 53 929 887 369



## Applicant Details

Name of Fundraising Committee	<input type="text"/>		
Address of Committee	<input type="text"/>		
Contact Person for this Application	<input type="text"/>	Position Held	<input type="text"/>
Telephone Number(s)	<input type="text"/>	Membership Number	<input type="text"/>
Email Address	<input type="text"/>		
Purpose of the Group	<input type="text"/>		
Funds raised will be used for	<input type="text"/>		
*Dates Required	<input type="text"/>	* See Council's Fundraising Policy for details regarding number of days allowed	

## Location

Alstonville     Ballina     Lennox Head     Wardell

## Type of Activity

Street Stall    Other Activity *provide details*

## Essential Requirements

- Attached a copy of fundraising committee's public liability certificate of currency to \$10 million \*
- Attached a copy of 'Authority to Fundraise' \*\*
- Attached a copy of 'Not-for-Profit Certificate' \*\*\*

### IMPORTANT NOTE

\* In accordance with Council Policy processing of your application for fundraising will not be undertaken unless Council is in receipt of a copy of your fundraising committee's Public Liability Certificate of Currency. (Minimum public liability protection \$10 million).

\*\* An 'Authority to Fundraise' can be obtained by contacting the NSW Govt Office of Liquor Gaming and Racing Ph 02 995 0300 or [olgr.nsw.gov.au](http://olgr.nsw.gov.au) and follow the charitable fundraising link.

\*\*\* 'Not-for-Profit Certificate' can be obtained by contacting the Australian Taxation Office [ato.gov.au](http://ato.gov.au) and follow the Not-for-Profit links.

I/we hereby certify that I/we have read the Fundraising for Community Groups Policy and I/we agree to be bound by its conditions.

Signed for and on behalf of fundraising committee  Date

## Office Use Only

\*Public Liability Certificate of Currency of a minimum amount of \$10 million supplied. The certificate must include: name of the insured; period of cover; level of cover; name and details of the insurer; policy number.  Yes  No

\*\*'Authority to Fundraise' supplied  Yes  No

\*\*\*'Not-for-Profit Certificate' supplied  Yes  No

Date(s) requested available  Yes  No

Does fundraising committee/activity satisfy Policy guidelines?  Yes  No

Application approved  Yes  No

Council Officer  Date

## Fundraising Conditions / Guidelines

<b>Making a street stall booking</b>	Applications must be made on Council's application form which is available on the website or at the Customer Service Centre. The application must be received by Council at least 14 days prior to the fundraising event to allow the application to be assessed and your approval posted. Contact the booking officer <u>before</u> you complete the form to check availability of dates.
<b>Approval</b>	Approval will only be given to bona fide not-for-profit community groups and charity organisations. Council will not grant approval to organisations or companies who hire paid operators to solicit donations from the public.
<b>Approval from proprietor</b>	Ensure that permission is obtained from the proprietor of the premises outside which you wish to conduct a stall.
<b>Current liability insurance</b>	Attach a copy of the organisation's Certificate of Currency of Liability to a minimum coverage level as recommended by Council's insurance brokers. Council accepts no responsibility for any accident or injury arising from any street stall as its only involvement is granting permission for the stall to be held.
<b>General conditions</b>	<p>Only one fundraising stall will be permitted, per site, on any given day.</p> <p>The length of the stall is not to exceed 2.5m, and must not unduly hamper pedestrian traffic.</p> <p>Stallholders are not permitted to use decorations eg balloons and banners that encroach the pedestrian path or distract vehicular traffic.</p> <p>Freestanding signs are <u>not</u> permitted.</p> <p>Stallholders are not permitted to spruik (ie verbally coerce or approach a member of the public).</p> <p>The area is to be left in a clean and tidy manner at the conclusion of the stall.</p> <p>The name of the organisation must be clearly exhibited on the stall for the information of the general public. If volunteers are moving around with merchandise, identification badges and the organisation's name must be worn.</p>
<b>Food Stalls</b>	Food stalls are to sell only pre-wrapped low risk foods (jams, cakes etc) that are adequately labelled, OR foods that are thoroughly cooked and served for immediate consumption (sausage sizzles and the like). The following website contains important food safety advice for charitable and not-for-profit groups. Look for the Food Safety Fact Sheets ("Food Safety and Hygiene Guidelines for Charity and Community Groups") at <a href="http://foodstandards.gov.au">foodstandards.gov.au</a> , or contact Council's Environmental Health Officer on 6686 4444.
<b>Ballina Stallholders</b>	<p>Stallholders to arrange own table and locate outside <b>131 River Street (Greater Building Society)</b> (see <i>locality map below</i>).</p> <p>Alternatively, the Lions Club Caravan may be available for hire (contact Ballina lions Club for further information). The caravan, if utilised, should be positioned out the front of <b>109 River Street (Wallace Clothing)</b> (see <i>locality map below</i>).</p>
<b>Lennox Head Stallholders</b>	Stallholders to arrange own table, and locate outside on the western side of <b>72 Ballina Street</b> (see <i>locality map</i> ).
<b>Alstonville Stallholders</b>	Stallholders to arrange own table, and locate outside on the southern side of <b>79-83 Main Street</b> (see <i>locality map</i> ).
<b>Wardell Stallholders</b>	Stallholders to arrange own table, and locate outside the Wardell & District Memorial Hall.

*Fundraising committees must ensure they abide by these Conditions. Council will patrol fundraising stalls on a regular basis and if a fundraising committee is found to be in breach of this policy then they may be precluded from any further fundraising stalls for a period of 12 months.*



