

Application for Permit

Charity Fundraising, Advertising and Advocacy Activities

This form is for application of a Charity Fundraising, Advertising or Advocacy Activities permit under the City of Rockingham’s Public Places and Local Government Property Local Law 2018. Please allow a **minimum of 14 days** for the application to be assessed once all required paperwork has been received.

Applicant Details			
Applicant Name:			
Business Name:			
ABN:			
Residential Address			
	Suburb:		Postcode:
Postal Address			
	Suburb:		Postcode:
Contact Number:			
Email Address:			
Details of assistants to be included in the permit:			

Application Type

<input type="checkbox"/>	Charity Fundraising
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This permit will provide approval to raise funds on behalf of a nominated charity.

<input type="checkbox"/>	Advertising
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Displaying literature for religious, charitable, benevolent, educational information or other like nature.

<input type="checkbox"/>	Advocacy Activities
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This permit will allow you to conduct membership drives and gathering signatures for petitions and the like.

Details of Proposed Activity

Description of proposed activity:

Information of any equipment or structures to be used: (mobile sign boards and literature displays)

Proposed days/times of activity

Start Date		Finish Date	
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	Start Time
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Finish Time

Proposed Locations of activity:

Please prepare a detailed site plan of the location where the proposed activity will take place. Please list all you wish to utilise, you are not limited to one location.

Reserve Name:

Reserve Name:

Checklist for Submission

	Charity Fundraising
	All sections of this application completed
	Supplied copy of Public Liability Insurance no less than \$10 million
	Copy of letter from the nominated charity giving permission for you to fundraise on their behalf
	Copy of current Charitable Collection License from the Department of Commerce

	Advertising
	All sections of this application completed
	Supplied copy of Public Liability Insurance no less than \$10 million

	Advocacy Activities
	All sections of this application completed
	Supplied copy of Public Liability Insurance no less than \$10 million

Anyone wishing to conduct a raffle for fundraising must obtain a permit from the Department of Racing Gaming and Liquor prior to lodgement of this permit application. [Standard Lotteries \(raffles\) \(dlgsc.wa.gov.au\)](http://dlgsc.wa.gov.au)

In addition to this information, specific activities are required to provide additional information to the City before the assessment process. If this is applicable to your application, you will notified by the City’s Permits Officer for further information or documentation.

Declaration

I, _____ (name of applicant) declare that the information contained in this application is true and correct in every particular. I agree to abide by the conditions set out in the permit and comply with the City of Rockingham Public Places and Local Government Property Local Law 2018 at all times.

Signature of Applicant: _____ **Date:** _____

This application does not grant automatic approval. A permit will be issued if approved. The City of Rockingham reserves the right to revoke a permit should the permit holder does not comply with the permit conditions and Local Laws.

Should there be any objections to the decision or any conditions contained within the permit issued; the permit holder/applicant are able to appeal to the City in writing within 28 days of the date of the permit issued or notification is received.