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| **Things you should know before applying** |

This permit application applies to activities on Council land only, including land, roads, footpaths and nature strips. If you are unsure who owns the land, contact Council on 9705 5200.

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| **Application checklist** |

To be eligible for a permit, you must provide certain information specified in this checklist. Not providing the information will result in a delay or non-approval of your permit application.

**Site plan.** All applicants must provide a site plan in the template provided in this form. Photographs may also be submitted to support your application.

**A copy of your Public Liability Insurance policy.**

For these permit types:

* Place a clothing bin, skip bin or shipping container;
* Conduct a commercial activity in a municipal reserve;
* Street collection

All applicants must hold the appropriate public liability insurance with a minimum coverage of $10M.

***Obligation to Insure***

*The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of Insurance (“The Public Liability Policy”) in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of $10M (or more). The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Permit holder.*

***COUNCILS INDEMNITY***

*The Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under this Permit and be directly related to the negligent acts, errors or omission of the Permit Holder. The Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.*

If applying to conduct fundraising, you may require registration as a fundraiser with Consumer Affairs Victoria.   
For more information go to [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) or call 1300 55 81 81.

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| **How to lodge and pay** |

**The application fee of $127.50** must be paid at the time of lodging your application. Other fees may also apply if the application is approved. Application fees are non-refundable. If you need clarification on fees or require more information about permits, call Council on 9705 5200.

You can lodge your application:

|  |  |  |  |
| --- | --- | --- | --- |
| envelopelogo | **By mail** (cheque or money order only)  Do not send cash by mail. Enclose a cheque or money order made payable to ‘City of Casey’ and post the completed form and payment to:  City of Casey  PO Box 1000  Narre Warren VIC 3805 | inpersonlogo | **In person** (eftpos, cash, visa, mastercard, cheque or money order)  **Narre Warren**  Bunjil Place, Patrick Northeast Drive  Monday - Friday: 8:30 am - 5:00 pm  **Cranbourne**  Cranbourne Park Shopping Centre  Monday - Friday: 9:00 am - 5:00 pm  Saturday: 9:00 am - 12:00 pm  *Offices not open on public holidays.* |

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| **Privacy** |

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the City of Casey will only be used for the purposes outlined within our Privacy Policy. Council’s Privacy Policy is available from our website [www.casey.vic.gov.au/council/your-council/privacy](http://www.casey.vic.gov.au/council/your-council/privacy) and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council’s Privacy Officers via our website [www.casey.vic.gov.au/council/contact/feedback-form](http://www.casey.vic.gov.au/council/contact/feedback-form) or by calling on 9705 5200.

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| **Office use only** | | | |
| Payment received (date) |  | Receipt number |  |

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| **Applicant’s details** |

1. **Are you an individual or a company/organisation?**

Individual 🡪 Go to question **3.**

Company/organisation 🡪 Go to question **2.**

1. **Name of company or organisation** **ABN**

|  |  |  |
| --- | --- | --- |
|  |  |  |

1. **Authorised representative (the person who will oversee the activity)**

Surname Given names

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| --- | --- | --- |
|  |  |  |

Job/role title (if company or organisation)

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| --- |
|  |

Street address (must be a street address. PO boxes not accepted)

|  |
| --- |
|  |

Suburb Postcode

|  |  |  |
| --- | --- | --- |
|  |  |  |

Telephone (BH) Mobile Email

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

1. If granted, how would you like to receive your permit?

By email  By post

|  |
| --- |
| **Permit details** |

1. **Location of activity**

Name of property (if applicable)

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|  |

Addresswhere you propose to undertake the activity

Same as address above or specify different address below (must be a street address. PO boxes not accepted)

|  |
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|  |

Suburb Postcode

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1. What type of permit are you applying for? (choose all that apply)

Place a clothing bin, skip bin or shipping container on a public road or nature strip 🡪 Complete sections 1 & 9.

Store or repair a vehicle, caravan or trailer on a public road 🡪 Complete sections 2 & 9.

Other obstruction to public road and/or nature strip 🡪 Complete sections 3 & 9.

Conduct an activity in a municipal reserve 🡪 Complete sections 4 & 9.

Conduct fundraising 🡪 Complete sections 5 & 9.

Conduct busking 🡪 Complete sections 6 & 9.

Consume alcohol in a public place 🡪 Complete sections 7 & 9.

Other public land permit 🡪 Complete sections 8 & 9.

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| **Section 1 – Clothing bin, skip bin, shipping container on a public road or nature strip** |

**Provide details of the which bins/containers you wish to place on public land**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of container | Number of this type of container | Size | Proposed location  (e.g. road, nature strip) | Date to be placed | Date to be removed |
| Clothing Bin |  |  |  |  |  |
| Skip Bin |  |  |  |  |  |
| Shipping container |  |  |  |  |  |

What is the purpose for placing the bin or container?

|  |
| --- |
|  |

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| **Section 2 – Store or repair a vehicle, caravan or trailer on a public road** |

**Provide details of all vehicles to be stored or repaired**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Registration number | Type of vehicle  (e.g. car, truck, caravan, trailer, boat) | Length (m) | Date to be placed | Date to be removed | Storing or repairing? |
|  |  |  |  |  | Storing  Repairing |
|  |  |  |  |  | Storing  Repairing |

What is the reason for storing or repairing the vehicle on public land?

|  |
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| **Section 3 – Other obstruction to public road and/or nature strip** |

**When are you proposing to obstruct the road and/or nature strip?**

Date from Date to What is the reason for obstructing the road and/or nature strip?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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| **Section 4 – Conduct activity in a Municipal Reserve** |

**What activity are you proposing to do in the Municipal Reserve?**

|  |  |  |
| --- | --- | --- |
|  |  | Is this a commercial activity? No Yes |

When are you proposing to conduct the activity?

|  |  |  |  |
| --- | --- | --- | --- |
| Period or Date/s | Day/s of the week (e.g. Sunday) | Start time | Finish time |
|  |  |  |  |

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| **Section 5 – Fundraising** |

**What type of fundraising are you proposing to conduct?** (Choose all that apply)

Sausage sizzle Raffle Tin/receptacle collection Products/merchandise Sponsorship

Other (please specify)

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|  |

When are you proposing to conduct the fundraising?

|  |  |  |  |
| --- | --- | --- | --- |
| Period or Date/s | Day/s of the week (e.g. Sunday) | Start time | Finish time |
|  |  |  |  |

Are you registered as a fundraiser with Consumer Affairs Victoria?

No Yes 🡪 Registration number

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| **Section 6 – Busking** |

**What type of busking activity are you proposing?** (Choose all that apply)

Singing Music Painting/drawing etc Fire juggling Other juggling/acrobat

Other (please specify)

|  |
| --- |
|  |

When are you proposing to conduct the busking?

|  |  |  |  |
| --- | --- | --- | --- |
| Period or Date/s | Day/s of the week (e.g. Sunday) | Start time | Finish time |
|  |  |  |  |

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| --- |
| **Section 7 – Consume alcohol in a public place** |

When are you proposing to consume the alcohol?

|  |  |  |  |
| --- | --- | --- | --- |
| Period or Date/s | Day/s of the week (e.g. Sunday) | Start time | Finish time |
|  |  |  |  |
|  |  |  |  |

What is the reason for consuming the alcohol?

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| **Section 8 – Other public land permit** |

**What other public land permit are you applying for?**

Type of activity

|  |
| --- |
|  |

Proposed date of activity

Date from Date to

|  |  |  |
| --- | --- | --- |
|  |  |  |

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| **Section 9 – Site plan (all applicants must complete this section)** |

**You must provide a site plan using the template below.**

**Using the symbols below,** show the location of any identifying buildings, structures, landmarks, roads and where the proposed activity will take place. Specify the type of building, structure, landmark or name of road.

If completing the diagram on screen, you can copy and paste the symbols and resize accordingly. If drawing the diagram by hand you can resize the symbols to suit your needs. If re-sized, all symbols still need to be identifiable.

If the space provided is insufficient, attach a separate diagram using the same template and symbols.

**Symbols** Building = Structure = Landmark = Road = Proposed use =

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| **Applicant declaration** |

**By lodging this application you declare that:**

* The information provided in this application form and all attachments is true and correct. You understand it is an offence to provide false information and penalties apply.
* If applying for a permit to conduct fundraising, I am exempt from the requirement to be registered as a fundraiser or I am registered as a fundraiser in accordance with the *Fundraising Act 1998* (Vic).
* If the permit is granted, you will comply with all permit conditions and the City of Casey Community Local Law 2018.

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| **Checklist** |

**Remember, your application cannot be processed without the application fee and information specified in the checklist on the first page of this form.**

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| **What happens next?** |

* Council will consider your application. You may be required to provide further information.
* If approved, your permit will be sent to you. If not approved, Council will contact you.

