



STREET VENDING CHARITY FUND RAISING APPLICATION FORM

OFFICE USE ONLY

Register No:
Parcel No:
Receipt No:
Date:

PART 1 - APPLICATION DETAILS

APPLICANT DETAILS

Name		Company	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email		Customer Reference	

PROPERTY DETAILS

Unit No	House No	Street
Suburb		Site Area m ²
Lot(s)	Section	Deposited Plan (DP)
Other		Strata Plan (SP)
Name Of Adjacent Building or Landmark (if applicable)		

LOCATION

Roadway	Footpath	Road Status	Classified	Unclassified
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DATE & TIME OF ACTIVITY

Is the event a 'single date' or 'multiple date' event?	Single Date	Multiple Date
Date(s)	Start Time	Finish Time

DESCRIPTION OF ACTIVITY

OTHER

Any other information to support your application?

No. of staff / volunteers	Expected number of attendees	Total
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COLLECTION & DISPOSAL OF RUBBISH

Describe the arrangements you have made for the collection & removal of rubbish from the event / activity site?

CONCURRENCE FROM ADJACENT BUSINESSES

Have you consulted with, and obtained concurrence from, the adjacent businesses regarding the event / activity? <i>(please provide documentary evidence)</i>	Yes	No
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PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4100, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website www.ipc.nsw.gov.au.

DECLARATION

I hereby make application to Council for permission to develop, as per plans and specifications submitted. I understand that if the information submitted is incomplete, the application may be delayed, rejected or more information may be requested. I undertake to develop in conformity with such approval and Acts and Codes.

Applicant(s) Name

Date

Applicant(s) Signature

PLAN & SITE CHECKLIST**PLEASE SUBMIT THIS COMPLETED CHECKLIST WITH YOUR APPLICATION.**

	Yes	N/A
Details of the type of approval sought, all contact details, location, date, times and description of the event or activity		
A Risk Assessment to confirm the existing and likely risks that may arise to event patrons and other road users as a result of the event or activity		
"Authority To Fundraise" document or proof of charity status of registered Australian charity or community group		
"Form 1 – Notice Of Intention To Hold A Public Assembly" form with lodgement confirmation from the NSW Police Force		
Temporary Food Business		
Licences and approvals for any sub-contractors		
Public Liability Insurance		
Information regarding the removal of rubbish from the event / activity site		
A site diagram		
Documentary evidence to indicate that you have consulted with, and obtained concurrence from, adjacent business owners / operators regarding the proposed event or activity?		
Paid the appropriate fees on lodgement at Customer Service and received a receipt from the Cashier?		

SITE DIAGRAM

LODGEMENT INFORMATION**HOW TO LODGE YOUR APPLICATION****Address the application to**

General Manager
 Cessnock City Council
 PO Box 152
 CESSNOCK NSW 2325

OR

General Manager
 Cessnock City Council
 DX 21502
 CESSNOCK

Payment Method

By mail - Cheque, Money Order or Credit Card (*complete the section below*)

Lodge in person (between 9am – 4.30pm) at Council's Administration Building

Cessnock City Council
 62-78 Vincent Street
 CESSNOCK NSW

You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application

Payment Method

In person - Cash, Cheque, Money Order, Mastercard, Visa, and/or EFTPOS.

How to Contact Us

Phone: (02) 4993 4300
 Fax: (02) 4993 2500
 Email: council@cessnock.nsw.gov.au
www.cessnock.nsw.gov.au

Office Hours

9am to 5pm Monday to Friday
 *Payments are accepted until 4.30pm

Duty Officers are available weekdays:

Planning - 9am to 5pm

Building - 9 to 10am & 1 to 5pm

Fees

Fees are calculated in accordance with Council's adopted fees and charges.

If you require further information regarding this request, please contact Council's Customer Service Centre on (02) 4993 4300.

CREDIT CARD PAYMENT AUTHORITY**CREDIT CARD PAYMENT DETAILS**

VISA	Card Holder Phone Number
MASTERCARD	NO. _____ / _____ / _____ / _____
CVV NO.	EXPIRY DATE
NAME ON CARD	SIGNATURE

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