

# STREET APPEALS AND RAFFLES ON COUNCIL LAND PERMIT APPLICATION

## RECIPIENT CREATED TAX INVOICE (GST exempt)

Group Name .....

Commercial / Non Profit Org .....

ACN / ABN No. ....

Name of Event .....

Contact Person .....

Postal Address .....

Contact numbers    Private.....    Business.....

   Mobile.....    Fax .....

   Email .....

Proposed date(s)    From.....    To.....

Proposed times        Start.....    Finish.....

Location of proposed Land Use .....

Details of Activity.....

.....

.....

If granted how would you like to receive your permit?       Via post       Via email

Nature of Activity (describe purpose of the street Appeal / Raffle)

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.....

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**A COPY OF YOUR CERTIFICATE OF CURRENCY FOR \$20 MILLION PUBLIC LIABILITY INSURANCE MUST BE SUBMITTED WITH THIS APPLICATION.**

| PAYMENT OPTIONS  |   |
|--|---|
| <b>Application Fee</b> (not for profit / charity may be exempted)  | <b>\$112.55</b>   |
| <input type="checkbox"/> I DO NOT HOLD PUBLIC LIABILITY INSURANCE AND WISH TO APPLY TO USE COUNCILS PUBLIC LIABILITY INSURANCE.  | <b>\$15.30</b>  |
| <input checked="" type="checkbox"/> <b>By Mail</b><br>Please attach a cheque or money order made payable to the <b>Greater Shepparton City Council</b> to this renewal form and mail to the Greater Shepparton City Council, Locked Bag 1000, SHEPPARTON VIC 3632. | <b>‡ In Person</b><br>Cash, cheque, eftpos or credit card (Visa or Mastercard) payments can be made at 90 Welsford Street, Shepparton between 8:15am and 5:00pm Monday to Friday. |
| Office Use    Date Paid:   | Receipt Number:   |
| Amount Paid:    \$   | Ledger No - 10LFIN (Permit Fee)   |
|  | - 10INSH (Insurance Fee)  |

# APPLICATION

If you wish to conduct a street appeal or hold a raffle on Council land, a permit is required.

## APPLICATION PROCESS

Complete the following application form and submit to Council with the permit Application fee to Building, Planning & Compliance, Greater Shepparton City Council, Locked Bag 1000, Shepparton, Vic, 3632. For all enquiries please telephone: 03 5832 9730.

- The Application fee is non-refundable and is payable upon applying for a permit (not for profit / charity may be exempted).
- Applications must be received by Councils Local Laws department at least 14 days prior to the proposed date otherwise approval cannot be guaranteed.
- Dates for an event or activity will only be approved a maximum of 2 months in advance.
- Permits can only cover a maximum of a single event.
- If any other Council permits are required, please contact the required Council department at least 8 weeks prior to the proposed event or activity.
- The declaration must be signed by the Contact Person and returned with the application.
- If approved, the written permit will be forwarded to the Contact Person advising of approval and any specific terms and conditions.
- Booking fees, bonds, costs or other permits may be required from other Council departments, depending on the nature, size and time of the event. These costs may only be determined after an application is assessed.

## TERMS AND CONDITIONS

Please ensure that you read all conditions and requirements.

- Permission to use Council land is only granted once a written permit has been issued.
- Council land and facilities must only be used for the approved purpose and at the approved times.
- All conditions set by Council for this permit will be outlined in the written permit.
- A permit may be revoked, altered or amended by Council at any time.
- The permit holder must not (whether by act or omission) cause any damage to Council land or facilities or leave the area in an untidy state. The cost to restore any damage to Council land or facilities as a result of the activity will be borne by the permit holder.
- The permit holder must not do anything that will void or otherwise negatively affect the insurance policy obtained and must, as soon as is practicable, inform the Council in writing of any such voidance or negative effect.
- The permit holder must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
- The permit holder indemnifies Council against any claim, demand, action, suit or proceeding that may be made or brought against the Council arising from the permit or use of the facilities, except where the claim, demand, action, suit or proceedings relates to the negligent act or omission of the Council.
- The permit holder must ensure that no nuisance is caused to properties within the surrounding neighbourhood.
- The permit holder must, as soon as practicable, make good any damage caused (whether by act or omission) to the facilities/area. The Council may remedy any breach, the cost of which shall be a debt due to the Council from the permit holder.

## PUBLIC LIABILITY INSURANCE

Public Liability Insurance cover for a minimum of \$20,000,000 must be supplied for all applications. A permit will not be approved if evidence of current Public Liability Insurance is not supplied.

|   | NO                       | YES                      | NOTES   |
|---|--------------------------|--------------------------|---|
| Have you attached a copy of your current Certificate of Currency for \$20 million Public Liability Insurance?   | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Have you provided a copy of your current Certificate of Currency for \$20 million Public Liability Insurance as part of another Event application form? | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Do you wish to use Councils Public Liability insurance for an extra fee of \$15.30?   | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please provide receipt number of payment. |

## INFORMATION

| ORGANISER DETAILS                                 | NO                       | YES                      | NOTES   |
|---|--------------------------|--------------------------|---|
| Number of persons conducting the appeal/raffle:   |                          |                          |   |
| Are you a business (for profit)?                  | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Are you a charity or not for profit organisation? | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please provide Charity Number or evidence of not for profit status. |

| RAFFLE / STREET APPEAL   | NO                       | YES                      | NOTES  |
|--|--------------------------|--------------------------|--|
| Are you proposing to advertise a raffle that has a total value of greater than \$5000?   | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, a gambling licence from Victorian Commission for Gambling and Liquor Regulation (VCGLR) may be required. Telephone 1300 182 457. |
| Are you proposing to advertise a raffle that has a total value of less than \$5000?  | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please describe the purpose/reason for this.   |
| Are you proposing to conduct a street appeal for your own charity/business?  | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please describe the purpose/reason for this.   |
| Are you proposing to conduct a street appeal on behalf of a charity?   | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please list the conditions to be imposed.  |
| Do you propose that those attending will remain on the one spot or will walk around and approach people?   |                          |                          |  |
| What items do you propose to utilise? Eg: <ul style="list-style-type: none"> <li>• Small table and chair</li> <li>• Ipads / electronics</li> </ul> |                          |                          |  |

|  |                          |   |
|--|--------------------------|---|
| <p>Have you prepared a risk assessment and safety procedures? <input type="checkbox"/></p> | <input type="checkbox"/> | <p>If No, please seek assistance from Work Safe Victoria on your roles and responsibilities as an event organiser.</p> <p>If Yes, provide full details of the procedures to be taken to ensure the safety of participants, including First Aid, emergency vehicle access, names of individuals responsible and their roles.</p> |
|--|--------------------------|---|

## DECLARATION

The following declaration is to be signed by the Contact Person.

I accept and understand the terms and conditions of applying for a permit.

Name \_\_\_\_\_ (Please Print)

Position \_\_\_\_\_ (Please Print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

The personal information requested on this form will be collected, held, used and disclosed in accordance with Council's Privacy Policy and the *Privacy and Data Protection Act 2014* (Vic) ('PDPA'). By providing your personal information, you consent to Council using and disclosing such information for the purposes set out in its Privacy Statement and/or any secondary purposes permitted by the PDPA. Failing to provide personal information to Council may mean that Council cannot provide its services to you. You may apply to Council for access to and/or amendment of the information by contacting Council on 03 5832 9730.

## LIST OF ALL ATTACHMENTS

**List all attachments and documentation provided.**

**Please note: Items already listed here must be submitted with the application.**

**Attach extra pages and all required documentation as required.**

|   |
|---|
| Certificate of currency for Public liability insurance (\$20 million)                   |
| Copy of Gambling licence (from Victorian Commission for Gambling and Liquor Regulation) |
| Risk Assessment   |
|   |
|   |
|   |
|   |
|   |
|   |

## RISK MANAGEMENT PLAN

Often people feel a risk management plan is unnecessary, as in many ways it is just common sense. However there are three main reasons for devoting some time into creating a risk management plan. They are:

- To help to create an event that will be enjoyed by all;
- To help ensure that no one is hurt; and
- To reduce the chance of being sued, by creating evidence that reasonable steps were planned to reduce the possibility of harm to people or property.

It is better to be safe than sorry!

### What is a risk?

A risk is anything that threatens or limits the ability of an organisation to achieve the successful running of the event. Risk Management is the process of assessing things that could go wrong before they happen and setting up procedures that will avoid the risk or reduce their impact.

Categories to consider include:

- Public Safety
- Emergency ( fire, storm, flood, terrorism, bomb threat, etc)
- Reputation (negative impact, confidence in the event organiser)
- Legal & Regulatory ( permits, approvals, compliance with Council policies and procedures, public liability insurance)
- Financial ( budgeting, cash handling, grants, expenses)

Council's Risk Management Teams have a lot of experience in risk management and is here to offer advice and support to organisers and community groups in creating their risk management plan.

When completing a risk management plan, you should;

- Identify and record details of things that could go wrong (risks), which would impact the success of your event. Consider the categories above.
- Record your existing risk treatment plans – your strategies for managing what could go wrong.
- Determine how big the risk is by estimating how much the consequence would effect the success of the event and the likelihood of the risk occurring. Use the Consequence ratings table (Figure 1) and the Likelihood ratings table (Figure 2) to do this.
- Decide whether your existing controls are sufficient, or if extra treatment plans are needed. Record what more needs to be done, by whom and by when.

**Threat of terrorism and child safety must be included on all risk assessments**

1. External application : Please return to the Council Event Manager you received it from
2. Internal application : Please work flow to Risk and Insurance advisor for review

| Risk Assessment   |  |                 |                 |                                       |   |                  |
|---|--|-----------------|-----------------|---------------------------------------|---|------------------|
| Name of Event:  |  |                 |                 | Event location:                       |   |                  |
| Date & Time of Event:   |  |                 |                 | Expected number of attendees:         |   |                  |
| Event Organiser(s):   |  |                 |                 | Person(s) completing risk assessment: |   |                  |
| Risk Description  | Risk Treatments<br>(what is in place to reduce the risk) | Likelihood      | Consequence     | Risk Rating                           | Additional Risk Treatments<br>(do we need to do more?)                                    | By who and when? |
| <i>Threat of Violence</i><br><br><i>Eg Terrorism (do not delete, this risk must be addressed by all event organisers)</i> | Inform emergency services and identify location          | <i>Unlikely</i> | <i>Moderate</i> | <i>Low</i>                            | <i>Refer to evacuation plan</i>   |                  |
| <i>Child safety standards breached</i><br><i>(do not delete, this risk must be addressed by all event organisers)</i>     | Report to police immediately                             | <i>Unlikely</i> | <i>Moderate</i> | <i>Low</i>                            | <i>All cases must be reported to police, including if a suspected breach has occurred</i> |                  |
|   |  |                 |                 |                                       |   |                  |



**Consequence Ratings Table**

| Consequence | Rating | Assets & Infrastructure  | Legal & Compliance  | Environmental   | Financial               | Health & Safety  | Reputation  |
|-------------|--------|--|---|---|-------------------------|--|---|
| Extreme     | 5      | Total loss of critical infrastructure or essential / heritage assets for extended period                 | Significant prosecution and fines. Very serious litigation.         | Irreparable damage to the environment                                     | Above \$10,000,000      | May be a severe injury resulting in hospitalisation, nor a fatality. | Reputation is irreparably damaged   |
| Major       | 4      | Severe damage to critical infrastructure or essential / heritage assets for extended period              | Major breach of regulation  | Significant damage to the environment - may be remedied in the long term. | 1,000,000 - \$10,000,00 | Hospitalisation may be required. Serious injury possible.            | Reputation is severely damaged  |
| Moderate    | 3      | Considerable damage to critical infrastructure or essential / heritage assets for short to medium period | Serious breach of regulation. Possible prosecution and/or fine.     | Considerable environmental harm – may be remedied in the medium term      | \$100,000 - \$1,000,000 | Medical treatment may be required.                                   | Reputation is negatively impacted with short term loss of confidence in Council |
| Minor       | 2      | Localised damage to non-critical or heritage assets that can be quickly remedied                         | Minor legal issues, non-compliances and breaches of regulation.     | Minor environmental harm that can be remedied quickly.                    | \$10,000 - \$100,000    | Minor injury. First aid treatment may be required.                   | Minor concerns are raised on periodic basis                                     |
| Negligible  | 1      | Localised damage to a non-critical / heritage asset that can be quickly remedied.                        | Negligible legal issues, non-compliances and breaches of regulation | Negligible environmental harm.  | Up to \$10,000          | No injury or very minor injury not requiring treatment.              | Minor concerns are raised on a infrequent basis                                 |

**Likelihood Ratings Table**

| Likelihood     | Category | Description  |
|----------------|----------|--|
| Almost Certain | 5        | High level of recorded occurrences or strong anecdotal evidence; Would be expected to occur in most circumstances; >80% probability of an event occurring.   |
| Likely         | 4        | Some recorded occurrences or anecdotal evidence; Could probably occur in most circumstance; 61–80% probability of an event occurring.                        |
| Possible       | 3        | Few, infrequent, recorded occurrences or little anecdotal evidence; Reasonable probability of an event occurring; -26-60% probability of an event occurring. |
| Unlikely       | 2        | Plausible, but no recorded occurrences or anecdotal evidence; Is not expected to occur; 5–25% probability of an event occurring.                             |
| Rare           | 1        | Not impossible, but no recorded occurrences or anecdotal evidence; May occur only in exceptional circumstances; <5% probability of an event occurring.       |

**Risk Matrix table**

|                    | Negligible (1) | Minor (2) | Moderate (3) | Major (4) | Extreme (5) |
|--------------------|----------------|-----------|--------------|-----------|-------------|
| Almost Certain (5) | LOW            | MEDIUM    | HIGH         | EXTREME   | EXTREME     |
| Likely (4)         | LOW            | MEDIUM    | MEDIUM       | HIGH      | EXTREME     |
| Possible (3)       | LOW            | LOW       | MEDIUM       | HIGH      | HIGH        |
| Unlikely (2)       | LOW            | LOW       | LOW          | MEDIUM    | HIGH        |
| Rare (1)           | LOW            | LOW       | LOW          | MEDIUM    | HIGH        |