

# BADGE DAY/TRADING TABLE PERMIT CONDITIONS 2020

**If you are a registered charity intending to hold a collection day on Jetty Road, Glenelg, please complete this application form and submit it to the Customer Experience Team for approval.**

## **The Applicant must read and understand the following conditions:**

1. Applicants must be employed, contracted by or volunteering on behalf of a registered charity.
2. Applications for Badge Day Permits must be received by the Customer Experience Team 2 weeks in advance of the date/s requested.
3. The Applicant agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the Permit.
4. The Applicant shall take out and keep current a Public Liability Insurance policy in the name of the Permit Holder insuring the Permit Holder for a minimum of \$20,000,000 (twenty million dollars) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder in relation to the activity. This Permit will not be approved until proof of the Public Liability Insurance has been provided to Council for each badge day request.
5. Permits will only be granted for charities collecting one off donations ( i.e. tin donation to receive a badge/sticker) not ongoing subscriptions ( i.e. \$30 per month)
6. Upon approval a Badge Day Permit Letter will be issued to the applicant and must be available upon request for the duration of the collection period
7. The permit holder must ensure the charity is identifiable and all collectors have personal identification.
8. The permit holder must ensure all collections occur with the date/s prescribed in the permit letter.
9. The permit holder must ensure all collections take place at the location prescribed within the permit letter. Northern Side - Collection permitted in front of Hindmarsh Lane, between 61- 63 Jetty Rd Glenelg (Brown Sugar and National Australia Bank/ Gloria Jean's) Southern Side - Collection permitted on the footpath in front of 94 Jetty Rd Glenelg (St Andrew's Church - Cnr Jetty Rd & Chapel St)
10. The permit holder must not approach or engage in conversation with any bystanders, passers-by or other persons in order to solicit donations. Persons must approach the donation point of their own accord.
11. This Permit will be revoked if the permit holder fails to comply with these conditions and further permit requests may be denied. This Permit is not transferable.

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Badge Day Permit applications must be completed, signed and submitted to the Customer Experience Team.

## APPLICANT DETAILS

Charity Name (legal name):

Registered Charity: YES  NO

Address:

ABN:

Contact Name:

Phone:

Mobile:

Email:

## COLLECTION DETAILS

Type of Collection (please describe)

Collection Date (s):

From:

To:

Collection Times:

Start:

Finish:

## OTHER DETAILS

Public Liability Insurance: YES  NO

Amount of cover: (Please attach a copy)

### THE APPLICATION WILL NOT BE APPROVED UNLESS

1. The Applicant agrees to the conditions of the Permit
2. The Applicant agrees to all special conditions which the Council may impose
3. The Applicant provides a copy of the appropriate Public Liability insurance as required by the conditions

### STATEMENT OF COMPLIANCE

I acknowledge that I have read and understand the Badge Day Permit Conditions contained herein.  
I agree to abide by and be bound by the said conditions.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# BADGE DAY/TRADING TABLE PERMIT CONDITIONS 2020

Please submit your application and Public Liability Insurance certificate to the Customer Experience Team:

**In Person:**

Brighton Civic Centre  
24 Jetty Rd, Brighton

**OR**

Glenelg Library  
2 Colley Tce, Glenelg

**For further information please contact:**

Customer Experience Team  
(08) 8229 9999

Office hours - Monday to Friday, 8.30am to 5.00pm  
(excluding Public Holidays)

**Post**

PO Box 19  
BRIGHTON SA 5048

**Email:**

[mail@holdfast.sa.gov.au](mailto:mail@holdfast.sa.gov.au)

**Fax**

(08) 8298 4561

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## OFFICE USE ONLY

### CHECKS PRIOR TO APPROVAL

Date/s available: YES  NO

Maximum of 1 other booking: YES  NO

Location: Northern  Southern

Location Details:

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### CHECKS POST APPROVAL

P/L Insurance: YES  NO

Permit: Approved  Denied

Permit Letter sent to Applicant? YES  NO

Customer Experience Staff: \_\_\_\_\_ Signature: \_\_\_\_\_

Date issued: \_\_\_\_\_