

**About this form**

- You may use this form to apply for a Fundraising permit approval in the City of Orange.
- **Application fees apply – please contact Council’s Development Services section on (02) 6393 8530 for more information.**
- **Public Liability Certificate of Currency of Insurance for not less than \$10 million must be attached to application with “Orange City Council” noted on the policy as an interested party. Insurance must be taken out with an Australian Prudential Regulation Authority (APRA) approved insurer if the activity is to be conducted on Council’s land.**
- **Bookings and relevant documentation MUST be received at least 2 days prior to commencement date for approval to be issued.**
- **If food items are being sold/handed out, please contact Development Services Section on (02) 6393 8530 to apply for a “Catering and Sale of Food for Temporary Holder Permit”.**
- Please contact Council’s Development Services Section on (02) 6393 8530 before obtaining Business Owner signature to tentatively book site and confirm position is vacant on day/time required.

Office Use Only	
Type	100
Account No.	1.506.72.1501
Amount paid	
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**APPLICANT DETAILS**

**Organisation, Company or Charity Name:** \_\_\_\_\_

**Full name(s):** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

**Telephone number (business hours):** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**EVENT DETAILS**

**Type of event (street stall, raffles, etc):** \_\_\_\_\_

**Dates/times required:** \_\_\_\_\_

**Please specify products being sold if holding a street stall:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Position(s):** \_\_\_\_\_

**BUSINESS OWNER DETAILS**

**Please note that you must get permission from the business owner before approval can be granted except in booking the Post Office or the Kiosk**

**Business name:** \_\_\_\_\_ **Telephone number:** \_\_\_\_\_

**Owner’s name:** \_\_\_\_\_ **Owner’s Signature:** \_\_\_\_\_

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

**APPLICANT DECLARATION**

I declare that the information provided on this form is accurate, complete and correct.  
I have provided a copy of my/organisation's public liability Certificate of Currency noting Orange City Council as an Interested Party.

**Applicant’s Name (Block letters):** \_\_\_\_\_ **Applicant’s Signature:** \_\_\_\_\_

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

*The information you provide is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. This personal information is being collected from you in order to process your application.*