For current fees and charges, please refer to our website and search Fees.

To email the completed form, from within the Word application, click on File>>Send to>>Mail Recipient (as attachment). All forms should be emailed to vmt@hornsby.nsw.gov.au

**Applicant Details**

|  |
| --- |
| Title:       |
| Family Name:        | Given Name/s:       |
| Company/Organisation (if applicable):       |
| Postal Address:       |
| Suburb:        | Postcode:       |
| Contact Person (if applicable):       |
| Email Address:       |
| Home Phone:       | Business Phone:        | Mobile:       |

**Details of Application**

|  |
| --- |
| Proposed Dates/Times: |
| 1. | Date: |       | Start Time: |       | End Time: |       | Preferred Site: |       |
| 2. | Date: |       | Start Time: |       | End Time: |       | Preferred Site: |       |
| 3.  | Date: |       | Start Time: |       | End Time: |       | Preferred Site: |       |
| 4.  | Date: |       | Start Time: |       | End Time: |       | Preferred Site: |       |
| Details of Activity |       |
| Will it be necessary to bring a vehicle into the Mall as part of your activity? Please note that additional vehicle access fees apply.  |    |
| If yes, please provide details below:  |
| Rego No:       | Make/Type:       | Weight:       |
| Insurance:  |  |

**Notes:**

1. Applicant(s) will be required to **submit** **an application at least** **two weeks** **prior** to the date of the proposed activity to be held in the Hornsby Mall.
2. Advance bookings will only be accepted at **three monthly** intervals.
3. Activity may only take place in the location nominated on the issued permit.
4. The maximum number of representatives conducting fundraising appeals by a permit holder shall be limited to two.
5. Only one booking per month, per charity/organisation being represented.
6. A refundable bond of $100 will be charged to professional fundraisers at time of booking. This payment is to ensure users of the Mall are compliant with the permit.
7. Failure to undertake the approved activity may result in loss of paid bond/fee & the rejection of future applications to Council.
8. Applicant(s) agree to comply with the provisions of the General Conditions of Permit for Hornsby Mall; and any special conditions specified in the permit.

**Applicant Declaration**

I hereby declare that the above details are correct and I agree to abide with the provisions of the General Conditions of Permit for Hornsby Mall; and any special conditions specified in the permit.

|  |  |
| --- | --- |
| Signature | Date:       |
| Do you consent to your details being added to the Hornsby Mall Database? | [ ]  |
| Do you consent to your details being shared between other organisations other than Hornsby Shire Council? | [ ]  |

**Checklist**

|  |  |
| --- | --- |
| Copies of proposed display signage and handbill material to be provided with application. Council reserves the right to prevent the display and distribution of material within the boundaries of Hornsby Mall which is considered to be offensive. |  |
| Copies of current vehicle registration details and Insurance coverage must be submitted with this application. |  |
| Where the vehicle is not registered by the Roads & Traffic Authority the applicant will be required to provide details of their Public Liability Insurance Policy noting an extension of cover for Unregistered Vehicles |  |
| Copy of $20 million PUBLIC LIABILITY INSURANCE enclosed: |  |
| Copy of CERTIFICATE TO FUNDRAISE FOR CHARITY COLLECTIONS enclosed: |  |
| Payment enclosed or Credit Card details completed below. Permit will not be issued until payment received. |  |

|  |  |  |
| --- | --- | --- |
| ***Mailed to:***Hornsby Mall Administration OfficerPO Box 37HORNSBY NSW 1630  | OR | ***Delivered to:***Hornsby Shire Council Community Services28-44 George StreetHORNSBY NSW 2077 |