



**CITY OF MANDURAH  
APPLICATION TO CONDUCT A  
STALL/RAFFLE/STREET APPEAL WITHIN MANDURAH**

**ONCE COMPLETED PLEASE  
RETURN TO:**

Community and Facility Liaison Officer,  
Recreation Services,  
303 Pinjarra Road, Mandurah  
Or  
PO Box 210  
Mandurah WA 6210  
Or  
For all enquires please contact:  
Ph: (08) 9550 3620  
Fax: (08) 9581 1026

This form is an **application** only, if approved your application will be confirmed in writing

I, \_\_\_\_\_ (applicant's full name)

of \_\_\_\_\_

\_\_\_\_\_ (applicant's postal address)

on behalf of \_\_\_\_\_  
(Name of organisation)

Contact Numbers: H \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_

Email \_\_\_\_\_

Wish to conduct a *(please circle desired)*

Street Appeal

Stall

Raffle

Venue \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

(Please circle desired booking date(s) overleaf)

Please describe your activity *eg. Produce stall, purpose of activity*

\_\_\_\_\_  
\_\_\_\_\_

**\* Please read the following information carefully as you are required to sign the declaration Overleaf \***

**If you are applying for permission to hold a STALL, please see below:**

- Activities will be permitted at the following locations:-  
- Rotunda, Eastern Foreshore (within an area of 10m from the rotunda)  
- Smart Street Mall / Mewburn Gardens
- Only one fundraising and non-commercial information dissemination activity will be approved in any one location at any one time.
- **Sale of Food**  
For any event at which food and drink will be available for sale to the public, an 'Application to Sell Food from a Temporary Premise' must be completed and returned 14 working days prior to the event. Should you have any queries, please contact Council's Environmental Health Service section on (08) 9550 3746 for assistance.
- **Erection of Tents or Marquee**  
To ensure that no damage occurs to the area surrounding your tent/marquee (e.g. reticulation), please liaise with City Parks on (08) 9550 3971.
- **Insurance**  
It is the responsibility of the eligible applicant to obtain their own insurance pertinent to the activity they will be conducting.

**If you are applying for permission to conduct a STREET APPEAL, please read the conditions outlined below:**

- Organisations wishing to conduct an appeal must be considered a charitable organisation as described in the Charitable Collections Act 1946 or be a locally based community group involved in fundraising.
- Eligible organisations will be allowed a maximum of one collection day per year.
- The City of Mandurah will allocate permission for only one organisation to conduct an appeal on any one day.
- Street Appeals must be contained within the Central Business District, this is the area enclosed by Tuckey Street, Sholl Street, Pinjarra Road and Mandurah Terrace.
- **If you wish to hold an appeal in an area that is not Council property e.g. Woolworths verandah, you must obtain permission from the proprietor.**
- It is the responsibility of the eligible applicant to obtain their own insurance pertinent to the activity they will be conducting.
- **Under no circumstances are collections to take place within ten (10) metres of traffic lights, roundabouts or on footpaths.**

**If you are applying for permission to conduct a RAFFLE, please see below:**

- Any organisation wishing to conduct a raffle in the City of Mandurah must be considered a charitable organisation or be a locally based community group involved in fundraising.
- Eligible organisations must seek a permit to conduct their raffle through the Office of Racing Gaming and Liquor on 9425 1888.
- It is the responsibility of the eligible applicant to obtain their own insurance pertinent to the activity they will be conducting.
- Raffles are to be located in the Smart Street mall or Mewburn Gardens. These areas attract no hire fees. Permission must be obtained from the owner for any other location.
- Organisations wishing to raffle vehicles will need to contact Council's Works and Services to arrange access through bollards. A mat or pad must be placed under the vehicle to stop any oil leaks. The user at their own cost must repair any damage caused to brick paving.

JANUARY						
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DECEMBER						
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**Declaration**

I ..... being the duly authorised representative of the applicant in endorsing this application will ensure compliance with the City of Mandurah's Conditions of Hire Agreement and Local Laws. I acknowledge that these are my responsibility and will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

.....  
SIGNATURE OF APPLICANT

.....  
DATE