

GUIDELINES FOR THE ISSUE OF HIGHWAY COLLECTION PERMITS

1. Must be on correct form.
2. All sections of the form must be completed.
3. The form must contain an original signature of the applicant and be declared before an approved person (eg. A Justice of the Peace; a solicitor; a member of the police force; a municipal councillor or a dentist).
4. Applications must reach this office in completed format not less than one (1) month before the proposed date of collection, in accordance with the provisions of Regulation 28(3) of the Road Safety (Traffic Management) Regulations 2009.
5. Applicants are advised to make themselves aware of the requirements of the ***Fundraising Appeals Act 1998*** administered by the Consumer and Business Affairs Victoria 452 Flinders Street, Melbourne. Certain persons or organisations conducting highway collections may need a fundraising appeal permit.
6. Municipality approval must be attached to the application form, from each municipality where a collection will be held. No permit will be issued until Municipality approval is provided.
7. Applications must be submitted with their public liability, which must be current for the intended date of collection.

CONDITIONS WHICH WILL BE IMPOSED WHEN A HIGHWAY COLLECTION PERMIT IS ISSUED APPLICATIONS

1. Applicants MUST liaise with Local Government and ensure that any conditions imposed by them are also complied with.
2. Highway collections are only to take place at the intersections nominated in the permit which are controlled by traffic control signals.
3. No highway collection shall take place between sunset and sunrise.
4. **No highway collection shall take place at an intersection located in a speed zone greater than 70 kph.**
5. No highway collection shall commence or continue during inclement weather or abnormal atmospheric conditions.
6. Whilst the collection is in progress, signs shall be conspicuously displayed so as to face all traffic approaching the intersection. The sign shall be placed between 50 to 100 metres prior to the intersection and shall be:-
 - (i) not less than 100 centimetres wide and not less than 50 centimetres in height; and
 - (ii) placed so that the bottom edge of the sign is at least 100 centimetres above the ground; and
 - (iii) inscribed with the words "CAUTION HIGHWAY COLLECTORS AHEAD" in red letters on a white background; and
 - (iv) the word "CAUTION" shall be in letters not less than 20 centimetres high and of proportionate width; and
 - (v) the words "HIGHWAY COLLECTORS AHEAD" shall be in letters not less than 10 centimetres high and of proportionate width.
7. Collectors shall only enter upon the carriageway:-
 - (i) when a red traffic control signal is displayed facing vehicles from which they wish to solicit for contributions; and
 - (ii) shall immediately leave the carriageway and remain on the reservation or footpath when that traffic control signal changes from red.

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8. Where the carriageway is divided into more than 4 lanes (including turn lanes), collectors shall not proceed onto the carriageway further than 2 lanes from the boundaries of the carriageway.
8. All vehicles associated with the highway collectors shall be parked in accordance with the Road Safety Road Rules 2009.
10. All collectors shall be dressed in highly visible clothing.
11. The person named as the “applicant” in the highway collection permit shall nominate the “collection supervisors” who shall be present at the collection site at all times during the collection.
12. Each collection site shall have at least one “collection supervisor” who shall have a copy of the relevant permit in their possession. This copy must be produced on demand from a member of the police force or a by-laws officer.
13. “Collection Supervisors” are to be over 18 years of age and shall be responsible for:-
 - (i) informing all collectors at the collection site of the conditions of the highway collection permit; and
 - (ii) supervising all collectors at the collection site.
14. “Collection Supervisors” shall not supervise more than 3 collectors, less than 18 years of age.
15. No collector shall be under 16 years of age.
16. All highway collectors shall wear an “identification tag”. The “identification tag” shall be displayed on the collector’s upper body. This tag shall clearly display:-
 - (i) the name of the organisation/charity to which contributions will be forwarded;
 - (ii) the collector’s given name and family name;
 - (iii) the highway collection permit number; and
 - (iv) whether the collector is a PAID COLLECTOR or a VOLUNTEER
17. All containers used for the collection of any donations must be sealed. Screw tops, buckets and similar containers are not permissible.
18. No highway collection shall be conducted in any manner which may jeopardise the safety of any road user.
19. A person taking part in a highway collection shall obey any reasonable instructions given by a member of the police force.
20. Any breach of any of these conditions may result in:
 - (a) the collection being halted;
 - (b) the offender being prosecuted;
 - (c) the revocation of other existing permits issued to the applicant and/or the organisation
 - (d) refusal to grant further permits to the applicant and/or the organisation.

In making this application, I agree to ensure all collectors will comply with the requirements of the Road Safety (Traffic Management) Regulations 2009, and all conditions of the highway collection permit. I hereby declare that the details included in this application are true and correct and I make them in the belief that a person making a false declaration in the circumstances is liable to the penalties of perjury.

Signature of applicant: _____ **Date:** _____

(Print Name) (_____)

Position Held: _____

Declared at: _____ in the State of Victoria

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Before me: _____
(Print Name) (_____)

Address: _____ **Title:** _____

Declaration must be signed in the presence of a person authorised to witness statutory declarations as described under the Evidence Act 1958

THIS APPLICATION WILL NOT BE PROCESSED UNLESS ALL SECTIONS ARE COMPLETED. IT IS A LEGISLATIVE REQUIREMENT THAT THE APPLICATION (SIGNED) MUST REACH ROAD PERMITS AT LEAST ONE MONTH PRIOR TO THE DATE ON WHICH THE COLLECTION IS INTENDED TO BE HELD.