

## CONDITIONS FOR STREET FUNDRAISING

The Trading in Public Places Bylaw requires a permit to carry out street fundraising. This document sets out permit conditions.

Contact us if you for a permit and to be added to the street fundraising register.

### PURPOSE

Street trading adds to Dunedin's character, vibrancy and visitor experience. The Trading in Public Places Bylaw and conditions aim to ensure public places are safe, lively and attractive, while allowing people to move around safely and easily.

### GENERAL

The Dunedin City Council may approve a permit based on, but not limited to, the following conditions and considerations. Permits may be granted only for property which the Council controls. All permit holders must also comply with relevant legislation and bylaws including the Health and Safety at Work Act and the Dunedin City District Plan (2GP).

### DEFINITIONS

**"Pedestrian access"** means a minimum width of unobstructed access for pedestrians must be maintained as follows: 3m in the central business district zone of the 2GP and 1.5m in all other areas.

**"Public place"** means an area that is of a public nature, is open to or used by the public, and which is owned, managed, maintained or controlled by the Council. It includes any road, street, footpath, court, alley, lane, park, recreation ground, sports field, reserve, beach, pedestrian mall, cycle track, accessway, squares and carparks. Reserves and beaches are also governed by the Reserves Act and the Reserves and Beaches Bylaw.

**"Street fundraising"** means any co-ordinated and organised event by organisations who ask for, or seek, any subscription or donation from members of the public. Street fundraising includes street appeals. Street fundraising also includes the sale of any item where all or some of the proceeds will be given to charity.

**"Street appeals"** usually involve more than one collection person operating at the same time.

#### 1. PROCESS

- 1.1. If you have registered with us, we will send out applications in September for the following year.

#### 2. ALLOCATION OF DAYS

- 2.1. National appeals will be given first preference, e.g. Blind and Low Vision Foundation and National Heart Week.
- 2.2. Organisations can only hold a street appeal on one day each calendar year. Each day there can be only one organisation holding an appeal.

### **3. COLLECTION AREAS**

- 3.1. Organisations can carry out street fundraising in the central business district and in any outlying shopping centres such as Mosgiel, Port Chalmers and South Dunedin.

### **4. CONDITIONS**

- 4.1. All organisations must sign a form agreeing to comply with these conditions.
- 4.2. To be able to carry out street fundraising in Dunedin, organisations must be a legally constituted, not for profit society, association or organisation (NPO); or a professional fundraising organisation with written verification they are working on behalf of such a group.
- 4.3. Fundraisers/recruitment campaigners will receive training from the charity/NPO.
- 4.4. All collecting must take place on public footpaths in such a manner that no obstruction is created.
- 4.5. All permit holders must ensure that pedestrian access is maintained in public places at all times and that they, and their audience, do not block footpaths, doorways, bus stops, fire escapes or roads.
- 4.6. Collectors must also comply with the following conditions while on duty.
  - 4.6.1. Carry and display ID so that any potential donor can verify who they are, who they are working for and on whose behalf, they are fundraising/recruiting.
  - 4.6.2. Not operate after 6pm.
  - 4.6.3. Collectors must behave professionally and respectfully. They must represent their charity/NPO at the time, in the place, and in the manner that has been previously agreed both with the charity/NPO and the Council.
  - 4.6.4. Explain to a donor/member of the public how the charity/NPO will communicate with them after subscribing/joining, and whether they are likely to receive a follow-up phone call.
  - 4.6.5. Ensure that forms with personal details are handled securely.
  - 4.6.6. Ensure, wherever possible, that if a member of the public has a complaint, the complaint and the complainant's contact details are recorded so appropriate action can be taken. Collectors must also provide the complainant with contact details for someone who can respond to their concerns.
  - 4.6.7. Not cause unreasonable annoyance to pedestrians and not pressurise or harass people.
  - 4.6.8. Comply with any instructions given by Council staff or Police.
- 4.7. Collectors must not approach people in a way that is likely to make them feel uncomfortable.
- 4.8. The organisation will pay for any damage they cause to Council property.
- 4.9. Organisers are responsible for all claims made against them for personal injury property damage.

## **5. BREACH OF CONDITIONS**

- 5.1. The charity has the right to explain the cause and propose a remedy/solution.
- 5.2. We will consider the breach and proposed solution and may revoke permission for the charity to undertake fundraising.

## **6. RIGHT OF REVIEW**

- 6.1. Any applicant who is dissatisfied with a Council decision made in relation to the applicant under these conditions may appeal the decision under the terms stated in the Trading in Public Places Bylaw.