

Application for a Street Collection Permit

In pursuance of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916. In pursuance of the Charities Act 1992 and the Charitable Institutions (Fundraising) Regulations 1994.



DATA PROTECTION

The information that you provided will be held by South Hams District/West Devon Borough Council and will be used to process your application. It will be held securely at all times in accordance with current Data Protection legislation. We must protect the public funds that we handle, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations that handle public funds. Information you provide may also be used to check the accuracy of records held elsewhere in the council. If you wish to see the personal data that the Council holds about you please contact the Data Protection Officer.

1. APPLICANT DETAILS

Surname			
Forenames			
Address			Postcode
Telephone No		Mobile No	
Email Address			

2. COLLECTING ORGANISATION DETAILS

Legal Status	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company	<input type="checkbox"/> Charity <input type="checkbox"/> Other
Company Name		

Company Address (Head Office)	<div style="text-align: right;">Postcode</div>
Registered Company/ Charity Number	
Your position in the business	

3. ORGANISATION TO BENEFIT FROM COLLECTION

Legal Status	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Charity <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> Limited Company
Organisation Name	
Organisation Address	<div style="text-align: right;">Postcode</div>
Registered Company/ Charity Number	

4. DETAILS OF COLLECTION

Please state below the purpose of the collection: (e.g. relief of poverty, advancement of education etc.)		
Please specify whether the Collection is to take place in South Hams or West Devon	<input type="checkbox"/> South Hams	<input type="checkbox"/> West Devon
What Town/Parish do you wish to collect in?		

What is the proposed date of collection?	
What hours do you propose for the collection? (Standard timings 08:00 hrs – 20:00 hrs)	
How many people do you authorise as collectors?	

5. TYPE OF COLLECTION			
Do you propose to collect: <i>(if items or other please provide details on a separate sheet)</i>	<input type="checkbox"/> Cash	<input type="checkbox"/> Items	<input type="checkbox"/> Other
Do you propose to hold the collection in conjunction with a carnival, procession or other event? <i>(if YES please provide details on a separate sheet)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Do you propose to promote this collection in conjunction with a House to House Collection in the Council area? <i>(if YES please provide details on a separate sheet)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

6. DISPOSAL OF COLLECTION PROCEEDS		
Out of the collection proceeds do you propose to pay the organisers, collectors, expenses or other?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, Please provide details of all the payments you propose to make out of the proceeds of the collection <i>(Continue on separate sheet if necessary)</i>		

7. OTHER APPLICATIONS		
Have you, or anybody associated with the collection, previously applied for permission to hold a charitable collection with this or any other local authority?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, was the application refused, revoked or suspended? <i>(If Yes, please provide details below)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

8. DECLARATION OF APPLICANT

I hereby certify that to the best of my knowledge and belief the information I have given is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular and accept that South Hams District/West Devon Borough Council reserves the right to clarify any of my answers or require further information in accordance with the provisions of the Police, Factories etc. (Miscellaneous Provisions) Act 1916 and any modification or re-enactment thereof.

I confirm that I have read any guidance supplied by the Council, enclosed any required documentation and agree to abide by the conditions placed on the permit should it be granted.

Signature		Dated	
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This application should be made **no later than 1 calendar month** before the date of the collection.

Provision is made in the Regulations for the Licensing Authority to make certain specific provisions or waive certain requirements in respect of collections. Please read the Regulations carefully and if specific provisions are required please contact the Licensing Department before submitting your application.

Completed applications should be uploaded via the Councils' website at
www.southhams.gov.uk/licensing-application
www.westdevon.gov.uk/licensing-application