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 (Fund Raising) Regulations 1994.

APPLICANT

1. Title and surname: Mr/Mrs/Miss/* ………………………………………………………………
   Other names: ……………………………………………………………………………………………
   *[other title – please specify]

2. Full postal address of applicant: ……………………………………………………………
   ………………………………………………………………………………………………………
   ………………………………………………………………………………………………………
   ………………………………………………………………………………………………………
   ………………………………………………………………………………………………………
   Postcode:…………………………………………………………………………………………
   Tel No: ………………………………………………………………………………………………
   Email address…………………………………………………………………………………………

3. Date & place of birth: …………………………………………………………………………………

4(a) If applying on behalf of a registered Charity quote Registration No…………………

   If so, is the Charity registered with the Gaming Board for Great Britain? YES/NO

   [If “yes”, it will not be necessary for this Authority to issue a Street Collections Permit, however, you are still required to complete this application form and seek permission for suitable sites within this Authority’s jurisdiction. If “no”, continue to complete the application as normal]

4(b) Are you applying on behalf of a professional Fundraiser or Commercial Participator [as defined by the Charities Act 1992]? YES/NO

   If “yes”, please quote full details:

   Full name of Company:…………………………………………………………………………………………
   Company Registered Number:…………………………………………………………………………………………
Registered address:  
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........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
Tel No: ..................................... Fax No: .................................................................

CHARITY OR PERSONS TO BENEFIT:

5. Is the collection for the benefit of a named Charity/named Charities, a person/persons or for unspecified general charitable causes?

CHARITY/PERSON/GENERAL

[If “general”, please go to Q.11]

6. Full name of Charity/person: .................................................................

7. Charity Registration Number: .................................................................

[If unregistered or registered pending, please state which]: .................................

8. Charity’s/person’s address: ...........................................................................

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........................................................................................................................................
........................................................................................................................................
Post Code: .................................................................

9. Contact person: Name .................................................................Tel No .................

10. Has a written agreement been granted by the Charity/person permitting the applicant to collect on their behalf? YES/NO

[If “yes”, please attach a copy of the relevant agreement]

[If “No”, it may not be possible for this Authority to grant a permit]

DETAILS OF COLLECTION:

11. On what dates is it proposed to collect? ............................................................

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........................................................................................................................................
In which town(s) is it proposed the collection will be made?

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In what areas of the City/Town is it proposed the collection will be made?  

…………………………………………………………………………………………….
…………………………………………………………………………………………….
…………………………………………………………………………………………….

13. Between what hours is it proposed to collect? Commence:  
    [Note: collections normally limited to between **.** am and **.** pm]  
    Finish:  

14. Is it proposed to:  
    (a) Collect money? YES/NO  
    If so, receptacle type: Sealed container – Own/Charity’s  
    Other (please state)  

    (b) Sell articles for the benefit of charitable or other purposes? YES/NO  
    If so, state whether flags, badges, magazines, or specify  

15. Is it proposed to solicit a fixed contribution, e.g. 50p or £1? Please state:  

16. Is it proposed to permit donors to make additional contributions if they wish to? YES/NO  
    If “yes”, how will such additional contributions be separated from other monies and accounted for?  

17. Is it proposed to collect other property? YES/NO  
    If “yes”, please specify nature of property  
    How will such property be disposed of? SELL IT/DONATE IT/USE IT  

COLLECTION DETAILS:  

18. Approximately how many persons is it proposed to authorize to act as collectors in this Authority’s area and subject of this application?  

19. Will all collectors wear identifying badges showing their name and the name and address of the Charity,
organization or individual as appropriate? YES/NO

20(a) Registered Charities only:

Will the collectors be remunerated? YES/NO

Will any payments, including expenses, be paid out of the proceeds of the collection prior to banking? YES/NO

20(b) Professional Fundraisers/Commercial Participators/Others:

Will the collectors be remunerated? YES/NO

What amount/percentage of the proceeds is it intended to pay collectors? £…………….per day/……….%

and/or …………………p per ticket/sale, etc

and/or £……………….expenses per day

It is proposed to pay others? e.g. supervisory staff, agents, etc? YES/NO

If “yes”, please provide full details: ...........................................................

...........................................................

...........................................................

IN THE CASE OF COLLECTIONS FOR A SPECIFIED REGISTERED CHARITY HAVE YOU AGREED TO PAY ALL COLLECTED MONIES DIRECT TO THE CHARITY BEFORE ANY DEDUCTIONS FOR REMUNERATION, EXPENSES OR PRIZES HAVE BEEN MADE? YES/NO

Note: Where a professional fundraiser or commercial participator solicits money or other property for the benefit of one or more particular charitable institutions, the solicitation shall be accompanied by a statement* clearly indicating:

(s. 60 (1) Charities Act 1992)

(a) the name or names of the institution or institutions concerned;

(b) if there is more than one institution concerned, the properties in which the institutions are respectively to benefit, and

(c) (in general terms) the method by which the fundraiser’s remuneration in connection with the appeal is to be determined.

(d) If your answer to Q.5 above was “general” and you are not a professional fundraiser or commercial participator, you will also be required to ensure
all representations are accompanied by a statement* which will show/state:

(Regulation 7 The Charitable Institutions (Fundraising) Regulations 1994)

(a) the fact that charitable contributions referred to in the representation are to be applied for charitable, benevolent or philanthropic purposes of any description rather than for the benefit of one or more particular charitable institutions),

(b) (in general terms) the method by which it is to be determined:-

(I) what proportion of the goods or services sold or supplied, or of any other promotional venture undertaken, is to be applied for those purposes, or

(II) what sums by way of donations in connection with the sale of or supply of such goods or services are to be so applied,

as the case may require; and

(III) the method by which it is to be determined how the charitable contributions referred to in the representation are to be distributed between different charitable institutions

*For the purpose of compliance, a statement must be given at the time of representation either in writing on a ticket which is given in return for the donation; or in writing on a notice/placard which is prominently displayed and/or verbally by the Collector

GENERAL & DECLARATION:

21. Is application being made for Collection Permits, for the same purposes, in other local authority areas? YES/NO

If “yes”, state all authorities applied to: ..............................................................

Approximately how many persons in all is it proposed will act as collectors throughout all Authorities? ..............................................................

22. Have you, or to your knowledge anyone associated with the promotion of any Collection, been refused a Permit or Order under the Act, or ever had a Permit or Order revoked? YES/NO

If “yes”, please give full particulars: ..............................................................
........................................................................................................................................
23(a) HAVE YOU BEEN CONVICTED BY ANY COURT OR CAUTIONED BY THE POLICE FOR ANY
OFFENCE WHICH IS NOW NOT SPENT UNDER THE TERMS OF THE REHABILITATION OF OFFENDERS ACT 1974? YES/NO

If “yes”, please give full particulars:

……………………………………….
………………………………………..
…………………………

24(b) HAVE YOU BEEN CONVICTED BY ANY COURT OF ANY OFFENCE (irrespective of whether the office is spent or not) CONTRARY TO:

(i) Section 5 of the Police, Factories (Miscellaneous Provisions) Act 1916? YES/NO
(ii) The House to House Collections Act 1939? YES/NO
(iii) Section 119 of the Civic Government (Scotland) Act 1982? YES/NO
(iv) Part II of the Charities Act 1992 including The Charitable Institutions (Fundraising) Regulations 1994? YES/NO

I hereby apply for a Permit authorizing me to conduct a public charitable collection, the particulars of which are aforementioned, and which are true to the best of my knowledge and belief. I also certify, to the best of my knowledge and belief, the collectors to be employed are aged 18 or over and are fit and proper persons for the purposes of the collection specified.

I undertake to provide the Local Authority, within 4 weeks of the last date on which a collection takes place, with a statement of income and expenditure (as required by Mendip District Council) using the Authority’s prescribed form for this purpose, a copy of which will be provided at the same time as issue of any Permit.

I hereby authorize the Local Authority to make such checks as they consider prudent concerning this application and also to consult with the Police, the Charity Commission and other public agencies if necessary, and in pursuance of such enquiries are authorized to disclose any information given herein.

WARNING Any person who for the purpose of an application under the Police, Factories (Miscellaneous provisions) Act 1916, knowingly or recklessly furnishes any information which is false in a material particular, shall be guilty of an offence.

Signed______________________________________________ Date ________________
(Applicant)

Please note that your licence will be emailed to you unless you tick here □