

# Application for a Street Collection Permit

Police, Factories, Etc. (Miscellaneous Provisions) Act 1916  
Charities Act 1992  
Charitable Institutions (fund-raising) Regulations 1994



Licensing  
Public Protection Partnership  
Council Offices  
Market Street  
Newbury  
Berkshire, RG14 5LD

I hereby apply for a permit authorising me to conduct a public charitable collection, the particulars of which are specified below.

(\* Delete as appropriate)  
Please refer to guidance notes

## SECTION A – Particulars of Applicant

<b>1.</b>	Surname (IN BLOCK CAPITALS)..... Other Names.....  Home Address: ..... ..... Postcode .....  Date of Birth ..... Home Telephone Number ..... Mobile Telephone Number .....Work Telephone Number ..... Fax Number..... E-mail address.....
<b>2.</b>	If applying of behalf of a Registered Charity, please quote the Registration Number: .....  Are you applying on behalf of a professional Fund-raiser or Commercial Participator (as defines by the Charities Act 1992)? * <b>YES / NO</b>  If <b>YES</b> , please quote full details:  Full name of Company) ..... Company Registered No..... Registered Address: ..... ..... Postcode..... Telephone Number:.....Fax Number:.....
<b>3.</b>	Have you, or to your knowledge has 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? * <b>YES / NO</b>  If, <b>YES</b> give full details ..... .....

<b>4.</b>	<p>Have you been convicted of any offence (irrespective of whether the offence is spent or not) contrary to:</p> <p>(a) Section 5 of the police, Factories etc. (miscellaneous Provisions) Act 1916: <span style="float: right;">* YES / NO</span></p> <p>(b) The House to House Collections Act 1939: <span style="float: right;">* YES / NO</span></p> <p>(c) Section 119 of the Civic Government (Scotland) Act 1982: <span style="float: right;">* YES / NO</span></p> <p>(d) Part II of the Charities Act 1992 including the Charitable Institutions (fund-raising) Regulations 1994: <span style="float: right;">* YES / NO</span></p>
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### SECTION B – Charity Details

<b>1.</b>	<p>Is the collection for the benefit of a named Charity / named Charities, a person / persons or for unspecified general charitable causes?</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 100px;">Charity</td> <td style="width: 40px;"></td> </tr> <tr> <td>Personal</td> <td></td> </tr> <tr> <td>General</td> <td></td> </tr> </table> <p style="margin-left: 100px;">(Please go to Section C – question 1)</p>	Charity		Personal		General	
Charity							
Personal							
General							
<b>2.</b>	<p>Please state the full name of the Charity / Person: .....</p>						
<b>3.</b>	<p>Is the Charity registered? <span style="float: right;">* YES / NO</span></p> <p>If <b>NO</b>, please state whether unregistered or pending: .....</p>						
<b>4.</b>	<p>Please give details of the Charity / Person:</p> <p>Home Address: .....</p> <p style="text-align: right;">Postcode .....</p>						
<b>5.</b>	<p>Please give details of the contact person:</p> <p>Surname (IN BLOCK CAPITALS) ..... Other Names .....</p> <p>Telephone Number: .....</p>						
<b>6.</b>	<p>Has the charity/ person permitting the applicant to collect on their behalf granted a written agreement? <span style="float: right;">* YES / NO</span></p> <p>If <b>YES</b>, Please attach a copy of the relevant agreement.</p> <p><b>If NO, it may not be possible for this authority to grant a permit</b></p>						

## SECTION C – Details of Collection

<b>1.</b>	<p>On what dates is it proposed to collect?*</p> <p>*Provisionally booked .....</p>
<b>2.</b>	<p>In what areas of the town/ city is it proposed the collection will be made?*</p> <p>*Provisionally booked: .....</p>
<b>3.</b>	<p>Between what hours is it proposed to collect?</p> <p>Commence: ..... Finish: .....</p>
<b>4.</b>	<p>It is proposed to:</p> <p style="padding-left: 40px;">(a) Collect money?     * <b>YES / NO</b></p> <p>If <b>YES</b>, please state the receptacle type (sealed container – own / charities / other.....</p> <p style="padding-left: 40px;">(b) Sell articles for the benefit of charitable or other purposes:     * <b>YES / NO</b></p> <p>If <b>YES</b>, please state whether flags, badges, magazines or other: .....</p>
<b>5.</b>	<p>Is it proposed to solicit a fixed contribution, e.g. 50p or £1?     * <b>YES / NO</b></p> <p>If <b>YES</b>, please state which .....</p>
<b>6.</b>	<p>Is it proposed to permit donors to make additional contributions if they wish?     * <b>YES / NO</b></p> <p>If <b>YES</b>, how will such additional contributions be separated from other monies and accounted for? .....</p> <p>.....</p>
<b>7.</b>	<p>Is it proposed to collect other property?     * <b>YES / NO</b></p> <p>If <b>YES</b>, please specify the nature of property: .....</p> <p>How will such property be disposed of? (Sold / donated / used): .....</p> <p>.....</p>
<b>8.</b>	<p>Approximately how many persons is it proposed to authorise to act as collectors in this Authority's area and subject of this collection?</p> <p>.....</p>
<b>9.</b>	<p>Will all collectors wear identification badges showing their names and the names and address of the charity, organisation or individual, as appropriate?     * <b>YES / NO</b></p>

<b>10</b>	<p>Is application being made for Collection Permits for the same purposes, in other Local Authority areas?  <b>* YES / NO</b></p> <p>If <b>YES</b>, state all authorities applied to: .....</p> <p>.....</p> <p>Approximately how many persons in all is it proposed will act as collectors throughout all authorities?  .....</p>
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<b>11</b>	<b>REGISTERED CHARITIES ONLY:</b>
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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**

**PROFESSIONAL FUND-RAISERS / COMMERCIAL PARTICIPATORS/ OTHERS:**

Will the collectors be remunerated?                      **\* YES / NO**

What amount/ percentage of the proceeds is intended to pay collectors?  
£ ..... per day / ..... % And/ or ..... per ticket/ sale etc.  
And/ or £ ..... expenses per day.

Is it 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**

**SECTION D – Declaration**

	<p>I confirm that the information I have given is correct to the best of my knowledge and belief. I understand that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any relevant information</p> <p>Signed..... Date .....</p>
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This Form should be returned to Licensing, Public Protection Partnership, Council Offices, Market Street, Newbury RG14 5LD.