



**APPLICATION FOR A STREET
COLLECTION PERMIT**

In pursuance of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 and the Council's Regulations with regard to Street Collections.

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: _____

2. Full Postal Address of Applicant: _____

Tel. No. _____ Postcode: _____

3. Date and Place of Birth: _____

4(a) If applying on behalf of a registered charity, quote Registration No. _____

4(b) Are you applying on behalf of a professional fund-raiser 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: _____

Company registered address: _____

Telephone No. _____

CHARITY, ORGANISATION OR FUND TO BENEFIT

5. Full name and address: _____

6. Contact person: Name: _____ Tel. No. _____

7. Charity Registration No. _____

(If unregistered or registration pending, please state which): _____

8. Objects of the charity, organisation or fund which is to benefit: _____

9. Has a written agreement been granted by the charity or organisation 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

10. On what dates is it proposed to collect? _____

11. Between what hours is it proposed to collect? _____

12. In what areas of the Borough is it proposed the collection will be made? _____

13. Is it proposed to:

- (a) Collect money? YES/NO

If so, receptacle type: sealed container – own/charity's/other – please specify:

- (b) Sell articles for the benefit of charitable or other purposes? YES/NO

If so, state whether flags, badges, magazines or specify _____

14. Approximately how many persons is it proposed to authorise to act as collectors in this Authority's area and subject of this application?

15. Is application being made for collection permits for the same purposes in other local authority areas?

If so, in what authorities? _____

and approximately how many persons in all is it proposed to authorise to act as collectors?

16. In the case of collections for a charity or organisation, other than the charity/organisation applying, have you agreed to pay all collected monies direct before any deductions for remuneration expenses have been made? YES/NO

17. Is it proposed that any deduction will be made from the proceeds of the collection for expenses or any other purpose? YES/NO

If any deduction is to be made, state for what purpose, and give an estimate of the sum which will be deducted.

18(a) Have you or, to your knowledge, anyone associated with the promotion of the collection, been refused a street collection permit or house-to-house collection licence, or had a permit/licence revoked? YES/NO

If Yes, please give details: _____

18(b) Have you been convicted by a court for any offence which is not spent under the terms of the Rehabilitation of Offenders Act 1974? YES/NO

If Yes, please give details: _____

18(c) Have you been convicted by any court of any offence (irrespective of whether the offence 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 include The Charitable Institutions (Fund Raising) Regulations 1994? YES/NO

I hereby apply for a licence authorising me to conduct a street 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 16 or over and are fit and proper persons for the purposes of the collection specified.

I undertake to provide the local authority, within one month of the date of the said collection, with a statement of income and expenditure 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 have read the Regulations as agreed by the Council, and I undertake full responsibility for the control of the collection or sale being carried out in strict compliance with these regulations.

I hereby authorise 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 authorised to disclose any information given herein.

WARNING: Any person who, for the purposes 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)

When completed, this application form should be return to the Licensing Section, Public Protection, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG

Data Protection Act 1998 - personal data supplied in connection with this application will be processed in accordance with the Data Protection Act 1998 by Caerphilly County Borough Council for the purposes of administration of licensing and maintenance of official registers, some of which are required to be made publicly available by law

National Fraud Initiative (NFI) - This authority is under a duty to protect the public funds it administers and ensure applicants are legally entitled to work in the UK. We may therefore use the information you have provided on this form for the prevention and detection of fraud and to check entitlement to work. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information on NFI, see the Council's website <http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information> , or contact the Corporate Information Governance Unit at foi@caerphilly.gov.uk For more information on licensing and entitlement to work, contact Licensing on 01443 866750.