

APPLICATION FOR A STREET COLLECTION PERMIT

Form of application for permission to collect money or sell articles in streets or public places within the district or parish for the benefit of charitable or other purposes	
1. Name of person, society, committee or other body of persons responsible for the collection or sale	
2. Address	
3. Name(s) and address(es) of the applicant(s) for the permit who will be (jointly) responsible for the collection or sale	
4. Name of the charity or fund which is to benefit	
5. Address and telephone number of the administration centre of the fund and the name of the Secretary	
6. Objects of the charity or fund	
7. Dates upon which it is proposed to make the collection.	

8 Locality within which it is proposed to make the collection	
9. Method proposed to adopt in making the collection	
10. Disposal of receipts. Are the whole of the receipts to be paid over for the benefit of the charity or fund, or will any deductions be made for expenses, or any other purposes? If any deduction is made state for what purpose and give an estimate of the sum which will be deducted.	
I hereby for a Street Collection Permit as detailed in this application form. I further declare that I have read and understood the fair dealing notice at the head of this application form	
10. Signature of person making this application	
11. Date of application	



Tel 01246 242424 Fax 01246 242423 Minicom 01246 242450 Text 07837 111999

Email enquiries@bolsover.gov.uk Web www.bolsover.gov.uk

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Legislation

The power of Local Authorities to regulate Street Collections and to issue licences is contained in the Police, Factories, etc (Miscellaneous Provisions) Act 1916.

Some examples of street collection requests are;

Dance troupes/scouts/clubs and many other recreational activities.
Awareness for certain medical conditions/suffering of the sick, animal welfare.
International disaster appeals e.g. Tsunami, Seasonal collections e.g. Salvation Army.

Bolsover District Council Policy

It is the policy of Bolsover District Council that no organisation to be issued more than 2 permits in the District at any one day.

You will need authorisation from the charity or other philanthropic cause that you intend to collect for. This authorisation must accompany your application.

How to apply for permission to hold a Street Collection.

Firstly contact the Assistant Licensing Officer on 01246 242417 to check the availability of the location and date where you are considering to hold a street collection.

Unless the Council are satisfied that there are special reasons, at least one months notice is required before the proposed collection is due to take place before a permit can be issued.

Please note - a "collection" means a collection of money or a sale of articles for the benefit of charitable or other purposes.

Please note that applications for post code areas will not be accepted. Due to the geographical layout of the area some post codes run into neighbouring Authorities.

The completed application form should be sent to the Licensing Section at Bolsover District Council, Sherwood Lodge, Bolsover, Chesterfield, Derbyshire. S44 6NF

About a month before the collection is due to take place you will receive your Permit and Statement of Income and Expenditure form, which must be completed within one month after the collection taking place.

No fee is payable for this permit.

Fair Obtaining Notice.

I understand that all personal information provided to Bolsover District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it is given and may be shared with other council departments or third party organisations. The information provided will be held electronically and kept secure at all times. The information provided may be shared with other agencies, such as the Audit Commission or other local authorities for data matching purposes. Please note that the Council is required by legislation to keep a public register. This means that information provided will be made available to the public.

I further understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any particular in this application.

Equality Policy Statement

Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community. The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with its Equality Policy. The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

If you need help in understanding any of our documents or require a larger print, audio tape copy or translator to help you, we can arrange this for you. Please contact us on the telephone numbers at the bottom of this page

For further information contact the Customer Service and Performance Department at Bolsover District Council. – 02146 242424 or alternatively enquiries@bolsover.gov.uk

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