



Licensing Authority
Torridge District Council
Riverbank House
Bideford, Devon EX39 2QG

Police, Factories etc. (Miscellaneous Provisions) Act 1916
(in pursuance of the Charities Act 1992 and the Charitable Institutions
(Fund-Raising) Regulations 1994)

Application for a permit for a street collection

Please complete this form in BLOCK CAPITALS and sign the Declaration on page 4

1. Surname of Applicant: _____ (Mr/Mrs/Miss/Ms)

Other Names: _____

2. Address of Applicant: _____

Daytime telephone number: _____

Email address: _____

3. Date and place of birth: _____

4. Name and Address of Society or Organisation responsible for the conduct of the collection: _____

Please state Registered Charity Number:

Are you a member of the Society or Organisation? _____

YES/NO

If YES, please state position held:

If NO, please provide a letter from receiving charity confirming that you have their permission to collect on their behalf (see 5 below)

5. Name of Charity or Fund which is to benefit from the proceeds of the collection: _____

(You must provide written confirmation from the receiving charity on their headed paper that they have given permission for you to collect on their behalf together with a copy of their most recent accounts if available).

Please state Registered Charity Number: _____

6. Please state specific areas, towns or parishes where you would like to collect: _____

7. Date(s) of proposed collection(s): _____

PLEASE GIVE AT LEAST 28 DAYS' NOTICE OF ANY COLLECTION.

Applications which do not give the required period of notice will be rejected. (We recommend that you telephone the Licensing Team prior to selecting a date for the collection to ensure that the date is available).

8. Number of proposed collectors at any one time: _____

9. Between what hours do you propose to collect?
(normally granted between 9.00am and 6.00pm)

Commence

Finish

10. Do you propose that the collection will be conducted in conjunction with a procession or standing display of any kind? **YES/NO**

If YES, please provide further details. If the proposed event is taking place on the public highway, you may need to apply for a Road Closure Notice from Devon County Council (Tel: 0345 155 1004)

11. Do you propose to collect money or sell articles? **COLLECT MONEY/SELL ARTICLES**

If you intend to sell articles please specify:

12. Are the whole of the receipts to be paid to the Charity or Fund? **YES/NO**

If not, please state the purpose for which deductions will be made :

Please also state approximately how much will be deducted for expenses or other purposes:

PLEASE NOTE THAT NO DEDUCTIONS CAN BE MADE UNLESS DETAILS ARE SPECIFICALLY STATED ON THIS FORM

13. Have you or anyone associated with the collection been refused a Street Collection Permit from any Local Authority? **YES/NO**

If YES, please provide full details:

14. Are you acting in the capacity of either a professional fundraiser or commercial participator (as defined by the Charities Act 1992)? **YES/NO**

If YES, you are required to comply with the provisions of the Charities Act 1992 in relation to the control of fundraising for charitable institutions - further information should be obtained from the Charity Commission.

15. Have you previously held a Street Collection within Torridge District? **YES/NO**

If YES, please provide details. If NO, please enclose current literature and latest charity accounts.

16. Do you propose to make the collection in conjunction with a House to House collection? **YES/NO**

If YES, please state whether the House to House collection will be conducted under

- A Home Office Exemption Order
- A licence which has already been issued
- A licence for which an application has been or is to be made

Please give dates of any proposed House to House collection

DECLARATION

I am aware that should a street collection permit be granted to me the collection must take place in strict compliance with the street collection regulations which I have read and fully understand.

I undertake to provide to the Local Authority within one month of the date of the collection a statement of income and expenditure (as required by Reg. 16) using the Authority's prescribed form for this purpose (a copy of which will be provided at the same time as any permit issued). I am aware that I must publish a notice in the local press within that time and send a copy to the Authority as soon as possible.

I hereby authorise the Local Authority to make such checks as they consider necessary concerning this application and also to consult with the Police and Charity Commission. (This will require disclosure of information contained in this form).

Signature

Date

Please return your completed form to:

Torrige District Council
Licensing Team
Riverbank House
Bideford
Devon EX39 2QG

Telephone: (01237) 428700

E-mail: licensing@torridge.gov.uk

Privacy Notice

Torrige District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Public Task – in relation to personal data

Substantial Public Interest – in relation to 'special category' personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torridge.gov.uk/privacypolicy/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.