



Legal and Democratic Services
Woodgreen, Witney, Oxon, OX28 1NB
Tel: 01993 861000 Fax: 01993 861450

APPLICATION FOR A STREET COLLECTION PERMIT

In Pursuance of Section 5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916

APPLICANT:

Title Surname.....

First Names

Full home postal address

.....Postcode

Tel No. (Day)..... (Mobile).....

Occupation.....

Do you represent a Company? YES/ NO Company House Reg. No.

Name & Address of Company

.....

CHARITY / ORGANISATION OR PERSON TO BENEFIT:

Name

Address

.....

Is the beneficiary a Registered Charity? YES/NO If Yes Reg. Charity No.

Is the beneficiary an organisation? YES/NO or Individual? YES/NO

PROPOSED COLLECTION DETAILS AND PURPOSE:

Are you applying for a permit to collect (1) in the Street, OR (2) House-to-House?

..... Will the collection form part of a procession? YES/NO

If YES, state time and route.....

(Please enclose written approval from the police for a procession to be held)

Collection dates (in order of preference): (1)

(2) (3)

.....

Where specifically will the collection be held?

..... Is this location private land? YES/NO

Approximately how many collectors will be employed?

Will a stall be used? YES/NO

Is it proposed to collect for money? YES/NO and/or to sell/collect articles? YES/NO

Description of articles being collected or offered/exposed for sale

..... Price of article(s) £

Purpose of collection?

.....

ALLOCATION OF PROCEEDS:

Will the whole of the collection (100%) be applied for the beneficiary? YES/NO

If "No", state in general terms the amounts (gross) to be applied out of each £1:

Wage Commission £ : Fund-raising expenses £ : Charitable: £ :

PAYING-IN DETAILS

Money collected or received from the collection will be paid into the following account:

Account Name: Account No:

Bank name & address:

..... Sort Code: - -

Please enclose with your application a copy of your certificate of public liability insurance covering the period of the proposed collection. It will be required in order to validate your application for a Street Collection.

Please also enclose with your application the following documents as applicable, if available:

1. A copy of any agreement or particulars of any contract with any Registered Charity / organisation or individual benefiting from this collection.
2. A copy of the current published accounts for any Registered Charity and/or any Registered Company undertaking, or involved with, this collection.
3. Copies of any literature about organisations or individuals that will benefit.
4. A copy of the written agreement of the landowner if collecting on private land.

PREVIOUS CONVICTIONS OR REFUSAL OF PERMITS/LICENCES:

Have you or, to your knowledge, anyone connected with this proposed appeal, been refused a permit/licence in respect of any appeal/collection for charitable, benevolent or philanthropic purposes, or had a permit/licence refused or revoked; or has anyone connected with this proposed appeal been convicted for offences of dishonesty?

YES/NO

Have you, the applicant, been convicted by any court or cautioned by the police for any offence which is not now spent under the terms of the Rehabilitation of Offenders Act 1974?

YES/NO

To your knowledge, is there currently, or has there previously been, any inquiry conducted by the Police or Charity Commission into any person, organisation or Charity involved with, or to benefit from, this proposed collection?

YES/NO

If "Yes" applies to any question, please give full details overleaf.

DECLARATION

I undertake to provide the (Local Authority), within (4) weeks of the collection taking place, a certified statement of income and expenditure using the Council's prescribed form for this purpose. I understand the net total of the collection proceeds, as declared on the certified statement, will be supported by either a copy of the paying-in slip(s) which have been stamped and initialled by the bank cashier, or a signed statement by the bank certifying the total monies paid in. Such a signed statement must also bear the bank's dated stamp.

I undertake to ensure that public liability insurance to the amount of £5,000,000 (five million pounds) in respect of any event or series of events is obtained indemnifying both West Oxfordshire District Council and, where appropriate, the landowner against any claim arising from the collection.

I hereby authorise and consent for the Council to make such checks with the Police, other Authorities and the Charity Commission as they consider necessary in order to verify the information given in this application and that disclosure is not limited by s.7 of the Rehabilitation of Offenders Act 1974.

I certify that all material facts herein are true.

WARNING: Any person who for the purposes of an application made under s.5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916, knowingly or recklessly furnishes any information which is false in material particular shall be guilty of an offence and liable on summary conviction to a fine not exceeding the fourth level of the standard scale.

Signature of applicant: Date

ADDITIONAL INFORMATION (if applicable)

Please give details of any applications being made to other Councils in respect of similar collections:

Council

Area

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

IMPORTANT NOTE

Charitable appeal means an appeal to members of the public to give money or other property (whether for consideration or otherwise) which is made in association with a representation that the whole or part of its proceeds is to be applied for charitable, benevolent or philanthropic purposes.