

# APPLICATION FOR A STREET COLLECTION PERMIT

In pursuance of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 I hereby apply for a permit authorising me to promote a collection of which particulars are given below.

**Please complete this application in full and after reading it thoroughly, sign the declaration at the end of the form.**

Applications for the following year should be returned by 31st December.

**Any applications received after this date must give at least one month's notice of a proposed collection.**

## The Applicant

Please give the details of the person who is applying for the permit – this is the person who will be responsible for ensuring the collection is carried out in accordance with the Regulations as to Street Collections which will be issued with the permit. The promoter is also the person responsible for submitting a statement of Return after the collection.

1. Full name \_\_\_\_\_

2. Residential address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Daytime telephone number \_\_\_\_\_

3. Email address \_\_\_\_\_

4. Date & place of birth \_\_\_\_\_

5. Have **you** ever been refused a permit to collect in aid of a Charity or organisation or ever had a permit revoked? **YES/NO**

If **yes**, please give brief details of circumstances \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Have you made previous applications/collections in Bournemouth? **YES/NO**

If **yes**, when: \_\_\_\_\_

## The Purpose

1. Full name of Charity/Organisation being promoted \_\_\_\_\_  
\_\_\_\_\_  
Head Office address \_\_\_\_\_  
\_\_\_\_\_  
Local address (if different from above) \_\_\_\_\_  
\_\_\_\_\_
2. Charity Registration number (if applicable) \_\_\_\_\_
3. How will the money raised be used? \_\_\_\_\_
4. Has your Charity/Organisation made previous collections in Bournemouth? **YES/NO**  
If **yes**, when were they held? \_\_\_\_\_
5. Have you got written authority from the Charity/Organisation that you are intending to collect for? **YES/NO**

**IF YOU ARE RAISING MONEY ON BEHALF OF A CHARITY/ORGANISATION YOU MUST ATTACH WRITTEN AUTHORITY – APPLICATIONS WILL NOT BE PROCESSED WITHOUT IT**

## The Collection

1. A Charity/Organisation may hold up to FOUR collections a year. Please list your preferred dates here with alternatives where possible.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_

**We will endeavour to allocate your choice but this might not always be possible.**

2. Where would you like to collect? **Please tick**

Whole of Bournemouth (excludes Seafront, Pier Approach, Parks & Gardens)	<input type="checkbox"/>
Static Point at the Pier Approach in conjunction with an event/entertainment. You must seek availability and authority from the Events Team on 01202 451195	<input type="checkbox"/>
A specific area of the Borough – please state: _____	<input type="checkbox"/>
3. Is it proposed to collect anything other than money? **YES/NO**  
If **yes** please give details \_\_\_\_\_
4. Is it proposed to sell anything (i.e. badges, flags, etc)? **YES/NO**  
If **yes** please give details \_\_\_\_\_
5. Will the collectors or any other persons be paid? **YES/NO**  
If **yes**, who to and at what rates? \_\_\_\_\_

## Checklist

Tick

Have you attached the written authority from Charity/Organisation being promoted?

If you intend to hold an event as part of this collection, have you contacted the Events Team?

Have you sent in your last return if you have held a previous collection in Bournemouth?

## Declaration

I hereby declare the information provided to be correct to my knowledge and undertake to adhere to the Regulations as to Street Collections which will be dispatched with the permit if this application is granted.

I understand that the giving of false information may result in the refusal or revocation of a permit. I have received permission from the named Charity/Organisation to act on its/their behalf.



## Data Protection Legislation

The information that you provide will be used for the purpose of assessing your application for the promotion of Street Collections and may be disclosed internally to Public Protection (Licensing Section), Tourism and Corporate Communications (Events Management & Development), Councillors and Legal Services. The information may also be disclosed to the Police, Charity Commission, Audit Commission and other Local Authorities.

The Council may hold the information that you provide in both computerised and manual record systems. Information will be held and used in compliance with the Data Protection Act 1998. You are able to see a copy of the Council's Data Protection leaflet or visit the Council's website at [www.bournemouth.gov.uk](http://www.bournemouth.gov.uk)

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Position held in the Charity/Organisation \_\_\_\_\_

**Return to: Amanda Fry, Democratic Services, Bournemouth Borough Council, Town Hall, Bournemouth, Dorset BH2 6DY.**

If you would like any clarification in respect of this form, please call 01202 454935 or email [amanda.fry@bournemouth.gov.uk](mailto:amanda.fry@bournemouth.gov.uk)

## **BACKGROUND INFORMATION**

### **Events**

If you are organising an event to run in conjunction with this collection, you must contact the Events Team to check availability.

If you intend to collect at the Pier Approach, you must provide a suitable form of entertainment that is acceptable to the Events Team and book the area with them as well. The collection must be made at a static point. You cannot collect in the Pier Approach area without providing entertainment. This form is solely for the purpose of applying for a collection permit.

To contact the Events Team please call (01202) 451195

### **Returns**

The applicant is responsible for ensuring that a return is submitted within one month of the collection being held. If you leave the Charity/Organisation please let us know asap.

If you have held a collection in Bournemouth before but have not submitted a return of the amount collected, a further permit will not be issued until a return is received.

### **Areas of collection**

Collections are not permitted along the seafront, in the gardens or Hengistbury Head.

### **Conduct whilst collecting**

**Please refer to the Regulations as to Street Collections for full details of requirements that must be adhered to whilst carrying out a collection.**

The following points are drawn to your attention:

- Sealed containers must be used – clearly marked with the name of the charity/organisation being promoted – open buckets cannot be used
- Copies of the permit must be given to all collectors & must be produced if requested by anyone, including members of the public.
- Collectors must be over the age of 16