



**Borough of Pendle**  
**Licensing Section**  
**Planning, Building Control and Regulatory Services**  
**Town Hall, Market Street, Nelson BB9 7LG**  
**Tel: 01282 – 661987**  
**Email: [licensing@pendle.gov.uk](mailto:licensing@pendle.gov.uk)**

**Police, Factories etc. (Miscellaneous Provisions) Act 1916;  
Local Government Act 1972**

## APPLICATION FOR A PERMIT TO HOLD A STREET COLLECTION

1.	Name and address of society, committee or other body for whom the proposed collections is taking place for:	Name of Society / Committee:  Registered Office Address:  Tel number:  Email:
2.	Function of Society etc.	
3.	Are you a registered charity?  If YES, please give the registration number.  If NO, please provide supporting information including most recently completed accounts	
4.	Details of Applicant	Name:  Home Address:  Tel number:  Email:

5.	Where is it proposed to make a collection? a) within Nelson, or; b) Colne, or; c) Barnoldswick / Earby d) Other Rural areas (Specify)	Please select one area only
6.	Please specify date and time for proposed collection?  (please put am / pm next to hours)	Date:  Time from:  Time to:
7.	Number of Collectors	
8.	Purpose of Collection	
9.	Will the proceeds pass into a Local or National account?	
10.	If into a National account, for what Local purposes is that account used for?	
11.	Has the organisation / body had a previous collection in the district of Pendle Borough Council?	Yes / No
12.	If so, (a) when was the most recent;  (b) and how much was raised;  (c) was a return made;	(a)  (b)  (c)
13.	<b>Signature of Applicant</b>	
	<b>Print Name</b>	
	<b>Signing on behalf of:</b>	
	<b>Date</b>	

### **NOTES:**

Please return this form fully completed along with a recent **SUPPORTING LETTER\***, which authorises the person to collect on behalf of the society unless exemption certificate received by Licensing Section.

**\* Less than 30 days old from the date of the application**

All applications / supporting letters must be submitted to the Licensing Section at least 30 days before the proposed collection.

Once received, the application will be granted if the dates requested, are available.

## **Guidance Notes:**

### **General**

Please complete the form with as much detail as possible. This will avoid your application being delayed if we have to ask you to clarify or confirm details.

Collections are defined as, “a collection of money or a sale of articles for the benefit of charitable or other purposes”. Pendle’s regulations ensure that no collection shall take place within the Borough without first having a permit in place. This includes all streets and public places. On private land permission from the landowner will initially be required. They may ask you to apply for a Permit once they agree you can collect.

NB A Street Collection permit does to allow you to collect door to door. A House to House Collection Licence (a separate authorisation) is required for this.

### **Part 1**

Please give details of the individual who is primarily responsible for organising the collection.

### **Part 2**

This part should be completed for the charity / fund you wish the proceeds from the collection or sale to go to, not the organisation you may represent.

Collections should aim to raise money for a charitable purpose, as defined by sections 2 to 4 of the Charities Act 2011. A permit will not be granted if we believe that one or more persons would receive a private gain as a result of the collection - this includes direct benefits (e.g. payment of wage, commission or expense) or indirect benefits (e.g. if a collector receives a trip, experience or similar reward if they raise a certain amount for charity).

A letter of confirmation should be sent from the charity / fund you are collecting for, detailing that they are aware of your collection on their behalf. This should be on a letterhead or similar.

### **Part 3**

Please note that we will only allow one collection in any area at the same time. We run a first-come first-served booking system, so it is important to make your application as early as possible to secure your preferred date. If another collection is already taking place on the date you requested, we will try to accommodate your collection on one of the alternative dates.

You can check availability before applying by contacting the Licensing Service on:

**01282 661987 or at: [licensing@pendle.gov.uk](mailto:licensing@pendle.gov.uk).**

### **Please be as precise as possible when specifying the location where you intend to collect.**

Any deductions you intend to make from the proceeds should be itemised in this part of the form. Permission to make reasonable deductions, e.g. to purchase equipment to run the collection, will not be refused. However, where we believe that the amounts are excessive or are for improper purposes, we may refuse the permit application.

Please give details of the auditor(s) who will certify the collection proceeds and detail the bank the funds will be paid into.