



POLICE, FACTORIES ETC. (MISCELLANEOUS PROVISIONS) ACT 1916;
LOCAL GOVERNMENT ACT 1972

APPLICATION FOR A STREET COLLECTION OR SALE

Please write legibly in BLOCK CAPITALS. All questions must be answered. Incomplete applications will not be processed, and will be returned.

You are advised to read the guidance notes at the end of this form before completing it.

Applications should be made **no later than one month** prior to the proposed collection date(s).

It is against the law to conduct a collection in street without having first obtained the appropriate permit.

You may wish to keep a copy of the completed form for your records.

Part 1: Applicant's details			
Please give details of the person organising the collection:			Mr / Mrs / Ms / Other _____
Full name:			
Contact address: <i>(including postcode)</i>			
Date of birth:		Daytime phone no.:	
Email address:			

Part 2: Details of charity / fund you wish to raise money for	
Name of charity / fund:	
Administrative address of charity / fund: <i>(including postcode)</i>	
Registered charity no.:	
Objectives of charity / fund:	
Name of Secretary:	
Name of Treasurer:	
I enclose confirmation from the charity / fund of my collection on their behalf: <i>(please tick) FAILURE TO SUPPLY THIS CONFIRMATION WILL RESULT IN THE APPLICATION BEING RETURNED</i>	<input type="checkbox"/> Yes

Part 3: Details of the proposed collection

Date(s) of proposed collection:	
Alternative date(s) if above not available:	
Times of collection:	
Maximum number of collectors:	

NB: Collectors MUST be over 16 years of age.

Will the proposed collection be taking place in connection with a procession? <i>(if yes, please ensure every street covered by the procession is listed below)</i>	Yes / No
Location(s) of proposed collection in Pendle: <i>(please give specific road names, or descriptions of public spaces)</i>	

NB: A permit will not, by itself, cover privately-owned land e.g. Pendle Rise Shopping Centre. Permission MUST be sought from the landowner.

Method of proposed collection: <i>(please indicate)</i>	<input type="checkbox"/> Cash donations <input type="checkbox"/> Sale of articles - please describe: <input type="checkbox"/> Other - please describe:		
Are the whole collection proceeds to be paid over to the beneficiary / fund?	Yes / No		
If any deduction is to be made, state for what purpose, and give an estimate of the amount below:			
Purpose / expense type:			
Estimated amount:	£	£	£
Auditor's details: <i>(name and address)</i>			
Bank details: <i>(name and branch address)</i>			

Part 4: Declaration and signatures

<ul style="list-style-type: none"> I hereby apply for a Street Collection Permit under the Police, Factories etc. (Miscellaneous Provisions) Act 1916 and agree to comply with Pendle Borough Council's applicable regulations. I declare that to the best of my knowledge and belief, the particulars are complete and correct in every respect. I agree to submit a return within one month following the collection, and understand that failure to do so, without reasonable excuse, will jeopardise any future collection. I have not previously been refused a Street Collection Permit by Pendle or any other Authority. 					
Signed:		Print name:		Date:	

Completed forms and enclosures should be sent to: **Licensing Services, Pendle Borough Council, Town Hall, Market Street, Nelson, Lancashire BB9 7LG**

NB: Pendle runs a calendar booking system for charitable collections, and your application may be declined if a collection is already booked to take place on your preferred date.

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.

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.