



**APPLICATION FOR A PERMIT TO CONDUCT
A STREET COLLECTION
Police, Factories, etc [Miscellaneous Provisions] Act 1916**

APPLICANT:

Full Name: [Mr/Mrs/Miss/Ms/other]

Maiden or other names

Full home postal address

..... Postcode

Daytime Tel No Email address

Date of Birth Occupation.....

If representing a professional fundraiser or commercial participator (see end notes):

Registered name and address of Company.....

.....

Tel No Registered No VAT No

CHARITY OR ORGANISATION TO BENEFIT:

Name of beneficiary

Address.....

.....

Please state if the above named beneficiary is a Charity, or non-registered organisation?

..... [If Charity, Registered No]]

Please enclose with your application the following documents as applicable:

1. A copy of any agreement, or particulars of any contract, with the beneficiary to collect on their behalf.
2. A copy of the latest 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 who will benefit.

PROPOSED APPEAL DETAILS AND PURPOSE:

Date of appeal

Between what hours will appeal take place? Start:..... Finish:.....

Location where appeal will take place

.....

Is it proposed to appeal for money? **YES / NO**

Is it proposed to sell/collect articles? **YES / NO**

If Yes, please contact Licensing Department on 01392 265702 or email licensing@exeter.gov.uk.

Description of articles being collected or offered/exposed for sale

..... Price of article(s) £.....

Purpose of appeal (what will funds be used for?)

.....

Will the appeal form part of a carnival or other procession? **YES / NO**

If Yes, please state route

How many collectors will be employed?

Under the Council’s policy, all collectors are now required to wear badges issued by the City Council.

How many plastic covers (if any) are required for badges

NB: Covers issued by the City Council are free of charge, subject to charities returning them to the Civic Centre within two weeks of the collection day. A charge of 30p each will be made for any badge covers not returned.

ALLOCATION OF PROCEEDS:

Will all the money collected be handed over to the beneficiary? **YES / NO**

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

Wages Commission £ : . Fund-raising expenses £ : . Beneficiary: £ : .

PAYING-IN DETAILS

All money collected/received from the appeal will be paid into the following account:

Account Name: Account No:

Bank name & address:

..... Sort Code: - -

CERTIFICATION OF ACCOUNTS

Who will certify final accounts? Name:

Address:

.....

Qualification details

APPLICATION TO OTHER LOCAL AUTHORITIES

Are you, or to your knowledge is any other person, making a similar application for a collecting permit in any other local authority's area? **YES / NO**

If Yes, state name(s) of local authority applied to :

.....

Applicant's name if different from this application

REFUSAL OF PERMITS/LICENCES:

Have you or, to your knowledge, has anyone connected with this proposed appeal:

been refused a permit/licence in respect of any application for an appeal/ collection for charitable, benevolent or philanthropic purpose? **YES / NO**

had a permit/licence refused, amended or revoked by any Local Authority on any occasion? **YES / NO**

If "Yes" applies to any question, please attach a separate sheet giving full details.

DECLARATION:

I undertake to provide Exeter City Council, within four weeks of this charitable appeal taking place, a certified statement of income and expenditure using the Council's prescribed form for this purpose. All monies (gross) will be paid into the bank account specified in this application. I understand the gross total of the collection proceeds, as declared on a certified statement supplied by the Council, will be certified by the promoter and supported by either (i) an accountant's certificate, (ii) a signed statement by the bank certifying the total monies paid in (such a statement must also bear the bank's dated stamp), or (iii) a copy(ies) of the paying-in slip(s) which have been stamped and initialled by the bank cashier (please provide a stamped addressed envelope for their return).

I hereby authorise and consent for the Council to make such checks and share information with the Police, other Authorities or the Charity Commission as they may consider necessary in order to verify the information given in this application.

I certify that all material facts herein are true.

WARNING: A person who contravenes or fails to comply with any of the provisions of the Regulations shall, on summary conviction, be liable to a fine not exceeding Level 1 on the standard scale.

Signature of applicant: Date

Please attach a separate sheet of paper detailing any additional information where there is insufficient space to complete answers on this form.

IMPORTANT NOTES - PLEASE READ CAREFULLY BEFORE SIGNING

“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.

The definitions of “professional fundraiser” and “commercial participator” are contained within section 58 of the Charities Act 1992, an extract of which can be found attached to this application form.

If you are unclear about the law, you should seek independent professional advice before signing the declaration above.

Please ensure all additional documents required are enclosed.

If you have any queries on this application form, please contact Licensing Department 01392 265702 or email licensing@exeter.gov.uk .

Please return this form to: Licensing Department, Exeter City Council, Civic Centre, Paris Street, Exeter EX1 1RQ

This form is available in large print from 01392 265702.