



WOKINGHAM
BOROUGH COUNCIL

Application for a Street Collection Permit

Police, Factories, Etc. (Miscellaneous Provisions) Act 1916

Charities Act 1992

Charitable Institutions (fund-raising) Regulations 1994

I hereby apply for a permit authorising me to conduct a public charitable collection, the particulars of which are specified below.

Please refer to guidance notes (* Delete as appropriate)

SECTION A – Particulars of Applicant

1.	<p>Surname (IN BLOCK CAPITALS):.....Title:.....</p> <p>Other Names.....</p> <p>Home Address:</p> <p>..... Postcode</p> <p>Date of Birth Home Telephone Number</p> <p>Mobile Telephone NumberWork Telephone Number</p> <p>Fax Number..... E-mail address.....</p>
2.	<p>If applying on behalf of a Registered Charity, please quote the Registration Number:</p> <p>Are you applying on behalf of a professional Fund-raiser or Commercial Participator (as defined by the Charities Act 1992)? * YES / NO</p> <p>If YES, please quote full details:</p> <p>Full name of Company</p> <p>Company Registered No.....</p> <p>Registered Address:</p> <p>..... Postcode.....</p> <p>Telephone Number:.....Fax Number:.....</p>

3.	<p>Have you, or to your knowledge has anyone associated with the promotion of any collection, been refused a Permit or Order under the Act, or ever had a Permit or order revoked? * YES / NO</p> <p>If, YES give full details</p> <p>.....</p>
4.	<p>Have you been convicted of any offence (irrespective of whether the offence is spent or not) contrary to:</p> <p>(a) Section 5 of the police, Factories etc. (miscellaneous Provisions) Act 1916: * YES / NO</p> <p>(b) The House to House Collections Act 1939: * YES / NO</p> <p>(c) Section 119 of the Civic Government (Scotland) Act 1982: * YES / NO</p> <p>(d) Part II of the Charities Act 1992 including the Charitable Institutions (fund-raising) Regulations 1994: * YES / NO</p>

SECTION B – Charity Details

1.	<p>Is the collection for the benefit of a named Charity / named Charities, a person/s or for unspecified general charitable causes?</p> <p>(Please go to Section C – question 1)</p> <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 100px; text-align: center;">Charity</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: center;">Personal</td> <td></td> </tr> <tr> <td style="text-align: center;">General</td> <td></td> </tr> </table>	Charity		Personal		General	
Charity							
Personal							
General							
2.	<p>Please state the full name of the Charity / Person:</p>						
3.	<p>Is the Charity registered? * YES / NO</p> <p>If NO, please state whether unregistered or pending:</p>						
4.	<p>Please give details of the Charity / Person:</p> <p>Home Address:</p> <p>..... Postcode</p>						

5.	<p>Please give details of the contact person:</p> <p>Surname (IN BLOCK CAPITALS) Other Names</p> <p>Telephone Number:</p>
6.	<p>Has the charity/person permitting the applicant to collect on their behalf granted a written agreement? * YES / NO</p> <p>If YES, please attach a copy of the relevant agreement.</p> <p>If NO, it may not be possible for this authority to grant a permit</p>

SECTION C – Details of Collection

1.	<p>On what dates is it proposed to collect?*</p> <p>*Provisionally booked</p>
2.	<p>In what areas of the town/city is it proposed the collection will be made?*</p> <p>*Provisionally booked:</p>
3.	<p>Between what hours is it proposed to collect?</p> <p>Commence: Finish:</p>
4.	<p>It is proposed to:</p> <p>(a) Collect money? * YES / NO</p> <p>If YES, please state the receptacle type (sealed container – own / charities / other.....</p> <p>(b) Sell articles for the benefit of charitable or other purposes: * YES / NO</p> <p>If YES, please state whether flags, badges, magazines or other:</p>
5.	<p>Is it proposed to solicit a fixed contribution, e.g. 50p or £1? * YES / NO</p> <p>If YES, please state which</p>

6.	<p>Is it proposed to permit donors to make additional contributions if they wish? * YES / NO</p> <p>If YES, how will such additional contributions be separated from other monies and accounted for?</p> <p>.....</p>
7.	<p>Is it proposed to collect other property? * YES / NO</p> <p>If YES, please specify the nature of property:</p> <p>How will such property be disposed of? (Sold / donated / used):</p> <p>.....</p>
8.	<p>Approximately how many persons is it proposed to authorise to act as collectors in this Authority's area and subject of this collection?</p> <p>.....</p>
9.	<p>Will all collectors wear identification badges showing their names and the names and address of the charity, organisation or individual, as appropriate? * YES / NO</p>
10	<p>Is application being made for Collection Permits for the same purposes, in other Local Authority areas?</p> <p>* YES / NO</p> <p>If YES, state all authorities applied to:</p> <p>.....</p> <p>Approximately how many persons in all is it proposed will act as collectors throughout all authorities?</p> <p>.....</p>
11	<p>REGISTERED CHARITIES ONLY:</p>
<p>Will the collectors be remunerated? * YES / NO</p>	
<p>Will any payments, including expenses, be paid out of the proceeds of the collection prior to banking? * YES / NO</p>	

PROFESSIONS FUND-RAISERS / COMMERCIAL PARTICIPATORS/ OTHERS:

Will the collectors be remunerated? * **YES / NO**

What amount/ percentage of the proceeds is intended to pay collectors?

£ per day / % And/ or per ticket/ sale etc.

And/ or £ expenses per day.

Is it proposed to pay others? E.g. supervisory staff, agents, etc.? * **YES / NO**

If **YES**, please provide full details:

.....

IN THE CASE OF COLLECTIONS FOR A SPECIFIED REGISTERED CHARITY HAVE YOU AGREED TO PAY ALL COLLECTED MONIES DIRECT TO THE CHARITY BEFORE ANY DEDUCTIONS FOR REMUNERATION, EXPENSES OR PRIZES HAVE BEEN MADE? * **YES / NO**

SECTION D – Declaration

I confirm that the information I have given is correct to the best of my knowledge and belief. I understand that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any relevant information

Signed..... Date

This Form should be returned to:

Email: licensing@wokingham.gov.uk

Licensing, Wokingham Borough Council, Civic Offices, Shute End, Wokingham RG40 1BN

Phone 0118 974 6000