

PLEASE READ THE GUIDANCE NOTES THAT ACCOMPANY THIS APPLICATION FORM BEFORE ATTEMPTING TO COMPLETE. ANY INFORMATION SUPPLIED IN SUPPORT OF THE APPLICATION, WHICH IS LATER PROVED TO BE FALSE, MISLEADING OR INACCURATE MAY RESULT IN CRIMINAL PROCEEDINGS.



**POLICE, FACTORIES ETC (MISCELLANEOUS PROVISIONS) ACT 1916, SECTION 5**  
**APPLICATION FOR STREET COLLECTION PERMIT – CANNOCK CHASE DISTRICT COUNCIL**

In pursuance of Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916. I hereby apply for a licence authorising me to make the street collection or sale, of which particulars are given below.

**FAILURE TO ANSWER ALL OF THE QUESTIONS WILL INVALIDATE THIS APPLICATION AND NO CORRESPONDENCE WILL BE ENTERED INTO BY CANNOCK CHASE COUNCIL.**

**PLEASE USE SEPARATE SHEETS TO ANSWER QUESTIONS IF NECESSARY AND ATTACH WITH THIS APPLICATION.**

**1) APPLICANTS DETAILS**

A) SURNAME \_\_\_\_\_ MR. MRS. MISS MS. OTHER

FORENAME \_\_\_\_\_ OTHER NAMES \_\_\_\_\_

ANY PREVIOUS NAMES USED \_\_\_\_\_ FROM TO

B) DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

C) HOME ADDRESS \_\_\_\_\_

D) TELEPHONE NO'S: HOME \_\_\_\_\_ WORK \_\_\_\_\_

E) IS THE APPLICANT ALSO TO BE THE PROMOTER OF A COLLECTION ON BEHALF OF ANY OTHER ORGANISATION? \*YES / NO (IF YES, PLEASE GIVE DETAILS)

**2) ORGANISATION DETAILS**

A) NAME \_\_\_\_\_

B) ADDRESS \_\_\_\_\_

\_\_\_\_\_ TEL. NO. \_\_\_\_\_

C) IS YOUR ORGANISATION A REGISTERED CHARITY? \*YES / NO

IF YES, STATE YOUR REGISTERED CHARITY NUMBER \_\_\_\_\_

D) HAS THE ORGANISATION EVER BEEN KNOWN BY ANY OTHER NAME OR ASSOCIATED WITH ANY OTHER CHARITABLE OR FUNDRAISING ORGANISATION? \*YES / NO

IF YES, PLEASE GIVE DETAILS \_\_\_\_\_

E) HAVE YOU OR ANY OTHER PERSON ASSOCIATED WITH YOUR ORGANISATION EVER BEEN REFUSED A STREET OR HOUSE TO HOUSE COLLECTION PERMIT? \*YES / NO

IF YES, PLEASE GIVE DETAILS \_\_\_\_\_

F) IS THERE OR HAS THERE BEEN ANY POLICE OR CHARITY COMMISSION INQUIRY INTO ANY PERSON CONNECTED TO THE ORGANISATION, OR THE ORGANISATION ITSELF? \*YES/NO

IF YES, PLEASE GIVE DETAILS \_\_\_\_\_

### 3. **COLLECTION DETAILS**

A) WHAT PROPORTION OF THE PROCEEDS OF THE COLLECTION IS TO BE APPLIED TO THE STATED CHARITY? \_\_\_\_\_ IF LESS THAN 100%, PLEASE GIVE FULL DETAILS OF HOW THE REMAINDER IS TO BE APPLIED. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B) APPROXIMATE NUMBER OF COLLECTORS TO WHOM WRITTEN AUTHORITY MUST BE GIVEN FROM CANNOCK CHASE COUNCIL. \_\_\_\_\_

C) NAME & ADDRESS OF THE PERSON WHO WILL SIGN AND ISSUE TO EACH COLLECTOR AUTHORITY TO COLLECT/SELL. \_\_\_\_\_

\_\_\_\_\_

D) GIVE 3 DATES (IN ORDER OF PREFERENCE) FOR WHICH YOU WISH TO BE CONSIDERED.

1. \_\_\_\_\_ / 2. \_\_\_\_\_ / 3. \_\_\_\_\_

IS IT PROPOSED TO COLLECT MONEY? \*YES/NO

E) IS IT PROPOSED TO SELL ARTICLES? \*YES/NO IF YES, OF WHAT NATURE

\_\_\_\_\_ AND AT WHAT PRICE \_\_\_\_\_.

F) OVER WHAT PARTS OF THE CANNOCK CHASE DISTRICT IS IT PROPOSED THAT THE COLLECTION/SALE IS TO BE MADE? \_\_\_\_\_

### 4. **INFORMATION IN SUPPORT OF APPLICATION**

A) NAME & ADDRESS OF REFERENCES:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

B) NAME OF ACCOUNTANT OR INDEPENDENT RESPONSIBLE PERSON WHO WILL CERTIFY THE STATEMENT OF ACCOUNTS:

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C) TELEPHONE NO. \_\_\_\_\_ IF THIS PERSON IS AN ACCOUNTANT,  
PLEASE STATE QUALIFICATIONS \_\_\_\_\_

YOU MUST ENCLOSE WITH THIS FORM THE FOLLOWING WHICH ARE APPROPRIATE TO THIS ORGANISATION:

- Particulars of any contracts with any charity which is to benefit from this collection.
- List of trustees.
- Previous two years accounts
- Current literature on organisation(s) who will benefit.
- Letters from named referees

## 5. DECLARATION

I HEREBY AUTHORISE CANNOCK CHASE COUNCIL TO DUPLICATE TO OTHER PARTIES ANY DOCUMENTATION ATTACHED TO THIS APPLICATION FROM OR ANY DOCUMENTATION RECEIVED RELATING TO ANY FUND RAISING ACTIVITY ON BEHALF OF THIS OR ANY OTHER ORGANISATION WHICH THE APPLICANT IS CONNECTED TO.

I HAVE READ AND UNDERSTAND THE NOTES OVERLEAF AND CONFIRM THAT THE INFORMATION SUPPLIED BY ME IN SUPPORT OF THIS APPLICATION FOR A STREET COLLECTIONS PERMIT IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_

BLOCK CAPS \_\_\_\_\_

**Please note that Cannock Chase District Council hold and use data in accordance with Data Protection Legislation. You should be aware that by signing this form you are agreeing that the information you have provided within it may be used and shared with other departments and agencies in order to assist in the prevention and detection of crime, and to protect public funds.**

### **How we use your personal information**

The information that you have provided will be used by Cannock Chase Council, who are the data controller, to allow us to carry out our statutory obligations in relation to the administration, compliance and enforcement of the licensing function within the District. We will only share your information with agencies involved in licence processing or licensing enforcement where the law requires or permits us to do so. For further information, please see: <https://www.cannockchasedc.gov.uk/council/about-council/data-protection/data-protection-privacy-notice>

**CANNOCK CHASE DISTRICT COUNCIL**  
**REGULATIONS MADE BY CANNOCK CHASE DISTRICT COUNCIL**  
**WITH REGARD TO STREET COLLECTIONS**

IN PURSUANCE OF SECTION 5 OF THE POLICE, FACTORIES ETC. (MISCELLANEOUS PROVISIONS) ACT, 1916, AS AMENDED BY SECTION 251 AND SCHEDULE 29 TO THE LOCAL GOVERNMENT ACT, 1972, CANNOCK CHASE DISTRICT COUNCIL HEREBY MAKES THE FOLLOWING REGULATIONS WITH RESPECT TO THE PLACES WHERE AND THE CONDITIONS UNDER WHICH PERSONS MAY BE PERMITTED IN ANY STREET OR PUBLIC PLACE WITHIN THE DISTRICT OF CANNOCK CHASE TO COLLECT MONEY OR SELL ARTICLES FOR THE BENEFIT OF CHARITABLE OR OTHER PURPOSES:-

1. IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES –

“**COLLECTION**” MEANS A COLLECTION OF MONEY OR A SALE OF ARTICLES FOR THE BENEFIT OF CHARITABLE OR OTHER PURPOSES AND THE WORD “COLLECTOR” SHALL BE CONSTRUED ACCORDINGLY;

“**PROMOTOR**” MEANS A PERSON WHO CAUSES TO ACT AS COLLECTORS;

“**PERMIT**” MEANS A PERMIT FOR A COLLECTION

“**CONTRIBUTOR**” MEANS A PERSON WHO CONTRIBUTES TO A COLLECTION AND INCLUDES A PURCHASER OF ARTICLES FOR SALE FOR THE BENEFITS OF CHARITABLE OR OTHER PURPOSES;

“**COLLECTING BOX**” MEANS A BOX OR OTHER RECEPTACLE FOR THE RECEPTION OF MONEY FROM CONTRIBUTORS.

2. NO COLLECTION, OTHER THAN A COLLECTION TAKEN AT A MEETING IN THE OPEN AIR, SHALL BE MADE IN ANY STREET OR PUBLIC PLACE WITHIN THE CANNOCK CHASE DISTRICT UNLESS A PROMOTOR SHALL HAVE OBTAINED FROM THE CANNOCK CHASE DISTRICT COUNCIL A PERMIT.
3. APPLICATIONS FOR A PERMIT SHALL BE MADE IN WRITING NOT LATER THAN ONE MONTH BEFORE THE DATE ON WHICH IT IS PROPOSED TO MAKE THE COLLECTION:-

PROVIDED THAT THE CANNOCK CHASE DISTRICT COUNCIL MAY REDUCE THE PERIOD OF ONE MONTH IF SATISFIED THAT THERE ARE SPECIAL REASONS FOR SO DOING.

4. NO COLLECTION SHALL BE MADE EXCEPT UPON THE DAY AND BETWEEN THE HOURS STATED IN THE PERMIT.
5. THE CANNOCK CHASE DISTRICT COUNCIL MAY, IN GRANTING A PERMIT, LIMIT THE COLLECTION TO SUCH STREETS OR PUBLIC PLACES OR SUCH PARTS THEREOF AS IT THINKS FIT.

6. (1) NO PERSON MAY ASSIST OR TAKE PART IN ANY COLLECTION WITHOUT THE WRITTEN AUTHORITY OF A PROMOTOR.  
  
(2) ANY PERSON AUTHORISED UNDER PARAGRAPH (1) ABOVE SHALL PRODUCE SUCH WRITTEN AUTHORITY FORTHWITH FOR INSPECTION ON BEING REQUESTED TO DO SO BY A DULY AUTHORISED OFFICER OF THE CANNOCK CHASE DISTRICT COUNCIL OR ANY CONSTABLE.
7. NO COLLECTION SHALL BE MADE IN ANY PART OF THE CARRIAGEWAY OF ANY STREET WHICH HAS A FOOTWAY:-  
  
PROVIDED THAT THE CANNOCK CHASE DISTRICT COUNCIL MAY, IF IT THINKS FIT, ALLOW A COLLECTION TO TAKE PLACE ON THE SAID CARRIAGEWAY WHERE SUCH COLLECTION HAS BEEN AUTHORISED TO BE HELD IN CONNECTION WITH A PROCESSION.
8. NO COLLECTION SHALL BE MADE IN A MANNER LIKELY TO INCONVENIENCE OR ANNOY ANY PERSON.
9. NO COLLECTOR SHALL IMPORTUNE ANY PERSON TO THE ANNOYANCE OF SUCH PERSON.
10. WHILE COLLECTING:-
  - (A) A COLLECTOR SHALL REMAIN STATIONARY; AND
  - (B) A COLLECTOR OR TWO COLLECTORS TOGETHER SHALL NOT BE NEARER TO ANOTHER COLLECTOR THAN 25 METRES:-  
  
PROVIDED THAT THE CANNOCK CHASE DISTRICT COUNCIL MAY, IF IT THINKS FIT, WAIVE THE REQUIREMENTS OF THIS REGULATION IN RESPECT OF A COLLECTION WHICH HAS BEEN AUTHORISED TO BE HELD IN CONNECTION WITH A PROCESSION.
11. NO PROMOTER, COLLECTOR OR PERSON WHO IS OTHERWISE CONNECTED WITH A COLLECTION SHALL PERMIT A PERSON UNDER THE AGE OF SIXTEEN YEARS TO ACT AS A COLLECTOR.
12. (1) EVERY COLLECTOR SHALL CARRY A COLLECTING BOX.  
  
(2) ALL COLLECTING BOXES SHALL BE NUMBERED CONSECUTIVELY AND SHALL BE SECURELY CLOSED AND SEALED IN SUCH A WAY AS TO PREVENT THEM BEING OPENED WITHOUT THE SEAL BEING BROKEN.  
  
(3) ALL MONEY RECEIVED BY A COLLECTOR FROM CONTRIBUTIONS SHALL IMMEDIATELY BE PLACED IN A COLLECTING BOX.  
  
(4) EVERY COLLECTOR SHALL DELIVER, UNOPENED, ALL COLLECTING BOXES IN HIS POSSESSION TO A PROMOTOR.
13. A COLLECTOR SHALL NOT CARRY OR USE ANY COLLECTING BOX, RECEPTABLE OR TRAY WHICH DOES NOT BEAR DISPLAYED PROMINENTLY THEREON THE NAME OF THE CHARITY OR FUND WHICH IS TO BENEFIT NOR ANY COLLECTING BOX WHICH IS NOT DULY NUMBERED.

14. (1) SUBJECT TO PARAGRAPH (2) BELOW A COLLECTING BOX SHALL BE OPENED IN THE PRESENCE OF A PROMOTER AND ANOTHER RESPONSIBLE PERSON.
- (2) WHERE A COLLECTING BOX IS DELIVERED, UNOPENED, TO A BANK, IT MAY BE OPENED BY AN OFFICIAL OF THE BANK.
- (3) AS SOON AS A COLLECTING BOX HAS BEEN OPENED, THE PERSON OPENING IT SHALL COUNT THE CONTENTS AND SHALL ENTER THE AMOUNT WITH THE NUMBER OF THE COLLECTING BOX ON A LIST WHICH SHALL BE CERTIFIED BY THAT PERSON.
15. (1) NO PAYMENT SHALL BE MADE TO ANY COLLECTOR.
- (2) NO PAYMENT SHALL BE MADE OUT OF THE PROCEEDS OF A COLLECTION, EITHER DIRECTLY OR INDIRECTLY, TO ANY OTHER PERSON CONNECTED WITH THE PROMOTION OR CONDUCT OF SUCH COLLECTION FOR, OR IN RESPECT OF, SERVICES CONNECTED THEREWITH, EXCEPT SUCH PAYMENTS AS MAY HAVE BEEN APPROVED BY THE CANNOCK CHASE DISTRICT COUNCIL.
16. (1) WITHIN ONE MONTH AFTER THE DATE OF ANY COLLECTION THE PERSON TO WHOM A PERMIT HAS BEEN GRANTED SHALL FORWARD TO THE CANNOCK CHASE DISTRICT COUNCIL:-
  - (A) A STATEMENT IN THE FORM SET OUT IN THE SCHEDULE TO THESE REGULATIONS, OR IN A FORM TO THE LIKE EFFECT, SHOWING THE AMOUNT RECEIVED AND THE EXPENSES ANY PAYMENTS INCURRED IN CONNECTION WITH SUCH COLLECTION, AND CERTIFIED BY THAT PERSON AND EITHER A QUALIFIED ACCOUNTANT OR AN INDEPENDENT RESPONSIBLE PERSON ACCEPTABLE TO THE CANNOCK CHASE DISTRICT COUNCIL;
  - (B) A LIST OF THE COLLECTORS;
  - (C) A LIST OF THE AMOUNTS CONTAINED IN EACH COLLECTING BOX; or AMOUNT PLEDGED VIA DIRECT DEBIT (If applicable)

AND SHALL, IF REQUIRED BY THE CANNOCK CHASE DISTRICT COUNCIL, SATISFY IT AS TO THE PROPER APPLICATION OF THE PROCEEDS OF THE COLLECTION.

- (2) THE CANNOCK CHASE DISTRICT COUNCIL MAY, IF SATISFIED THERE ARE SPECIAL REASONS FOR SO DOING EXTEND THE PERIOD OF ONE MONTH REFERRED TO IN PARAGRAPH (1) ABOVE.
- (3) FOR THE PURPOSES OF THIS REGULATION "A QUALIFIED ACCOUNTANT" MEANS A MEMBER OF ONE OR MORE OF THE FOLLOWING BODIES:-

THE INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES;

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SCOTLAND;

THE ASSOCIATION OF CERTIFIED ACCOUNTANTS;

THE INSTITUTE OF CHARTERED ACCOUNTANTS IN IRELAND.

17. THESE REGULATIONS SHALL NOT APPLY:-

- (A) IN RESPECT OF A COLLECTION TAKEN AT A MEETING IN THE OPEN AIR; OR
- (B) TO THE SELLING OF ARTICLES IN ANY STREET OR PUBLIC PLACE WHEN THE ARTICLES ARE SOLD IN THE ORDINARY COURSE OF TRADE.

THESE REGULATIONS SHALL COME INTO OPERATION UPON THE EXPIRATION OF THE PERIOD OF ONE MONTH BEGINNING WITH DATE ON WHICH THEY ARE CONFIRMED BY THE SECRETARY OF STATE, AND ALL OTHER STREET COLLECTION REGULATIONS HAVING EFFECT IN THE DISTRICT OF CANNOCK CHASE ARE HEREBY REPEALED WITH EFFECT FROM THE DATE ON WHICH THESE REGULATIONS COME INTO FORCE.

ANY PERSON WHO ACTS IN CONTRAVENTION OF ANY OF THE FOREGOING REGULATIONS SHALL BE LIABLE ON SUMMARY CONVICTION TO A FINE OF £25.00 FOR A FIRST OR SUBSEQUENT OFFENCE.

(AMENDED BY THE CRIMINAL LAW ACT, 1977 (COMMENCEMENT NO.5) ORDER 1978).

**PLEASE NOTE**

- 1. HOME OFFICE APPROVED FORMS OF STATEMENT ARE ATTACHED FOR PERMIT HOLDERS USE IN ORDER TO COMPLY WITH REGULATION 16.

THE **YELLOW** COPY SHOULD BE RETAINED FOR CHARITY RECORDS.

THE **GREEN** COPY SHOULD BE RETURNED, WITHIN ONE MONTH OF THE COLLECTION.

TO: HEAD OF ENVIRONMENTAL HEALTH & PUBLIC PROTECTION  
THE LICENSING UNIT  
CANNOCK CHASE COUNCIL  
P.O. BOX 28  
BEECROFT ROAD  
CANNOCK  
STAFFORDSHIRE  
WS11 1BG

- 2. IN THE EVENT OF COLLECTIONS NOT TAKING PLACE, NIL RETURNS SHOULD BE MADE.
- 3. FAILURE TO RETURN PROPERLY CERTIFIED FORM OF STATEMENT WITHIN ONE MONTH OF COLLECTION WILL RESULT IN SUBSEQUENT APPLICATIONS FOR PERMIT BEING REFUSED.
- 4. PERMIT HOLDERS FOR COLLECTIONS IN CANNOCK TOWN CENTRE SHOULD BE AWARE THAT THEIR PERMIT IS ONLY VALID FOR MARKET PLACE AND THE SECTION OF PEDESTRIANISED AREA FROM MARKET PLACE UP TO BUT **NOT** INCLUDING LITTLETON COURT.