

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:

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 the Data Protection Act 1998. 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.