

# **POLICE, FACTORIES, ETC (MISCELLANEOUS PROVISIONS) ACT 1916 LOCAL GOVERNMENT ACT 1972**

## **APPLICATION FOR PERMIT TO MAKE A STREET COLLECTION OR SALE**

### **SECTION 1 - NOTES FOR GUIDANCE**

1. Before you collect money or sell goods in the street for charity, you will need a permit.
2. The District Council operates a policy regarding applications for charitable street collections. Permits will only be issued in accordance with the following:
  - (a) No more than 2 permits per year will be issued to make charitable street collections within the same location on a Friday or Saturday.
  - (b) Charities must be registered with the Charity Commission or be a charitable organisation based within North West Leicestershire.
  - (c) The District Council will only consider applications from charitable organisations who submit a current copy of their annual accounts with the application form.
3. Any applications from charitable organisations who wish to hold a street collection within Belvoir Shopping Centre, Coalville should be accompanied by a letter from the owners of the shopping centre giving permission for the collection to take place on the relevant date. The contact details are:

Heather Doherty (Administrator)  
Lambert Smith Hampton  
[hdoherty@lsh.ie](mailto:hdoherty@lsh.ie)  
028 90 327 954
4. If you are not a member of the society or organisation on whose behalf you are proposing to collect, your application should be accompanied by a letter from the charity or organisation giving their approval to your holding a collection on their behalf on the relevant date or dates.
5. Application 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 North West Leicestershire District Council may reduce the period of one month if satisfied that there are no special reasons for doing so. However, you are strongly advised to apply as soon as possible or your preferred date(s) may already have been taken.
6. As Promoter, you must not allow anyone to collect money, or sell goods, unless you have given them written authority.
7. The collecting box(es) should be sealed and must clearly show what the collection is in aid of.
8. After the collection, you should ensure that you give the Council a statement showing how much money has been collected. You will be given a form for this, which should be returned within a month after the collection.
9. If you have any problems with this application, please contact us and we will try to help.

**SECTION 2 - HOW TO APPLY**

1. Fill in all parts of this form **IN BLOCK LETTERS**.

2. Send it to:

Licensing Department  
NWLDC  
PO Box 11051  
Coalville  
Leicestershire  
LE67 0FW

**SECTION 3**

1. Who will be responsible for the collection?

Name .....

Address .....

.....

Telephone No. (Home) ..... (Business) .....

2. Who will be the auditor?

Name .....

Address .....

.....

3. Who will be the banker?

Name .....

Address .....

.....

4. To which charity or charities will the proceeds of the collection be given?

.....

.....

Registered Charity number .....

5. Please supply a copy of your most up to date annual financial accounts (showing balance sheet if possible). If this is not available, please state reason why.

.....  
.....  
.....

6.(a) In which towns and/or villages do you intend to hold the collection?

.....

(b) If you wish to collect within Coalville, is it your intention to include Belvoir Shopping Centre?  
\* YES / NO

(If yes, please see Note 3 on front of application form)

7. On what date(s) do you intend to hold the collection?

.....

8. Between what hours of the day do you intend to hold the collection?

From ..... o'clock in the \* morning / afternoon

To ..... o'clock in the \* morning / afternoon

9. The District Council operates a scheme of issuing collectors with authorisation badges. If you would like to participate please indicate how many badges you will require.

No of badges .....

10. Is it proposed to

(a) collect money for charity \* YES / NO

(b) sell goods for charity \* YES / NO

11. Do you intend to make any payment to your collectors? \* YES / NO

If yes, please give details .....

12. Have you ever been refused an application for a street collection or house to house collection by any other local authority? \* YES / NO

If so, please give details of the local authority concerned.

.....  
.....

13. Do you also intend to hold a House-to-House collection during the same period as the Street Collection? \* YES / NO

If so, please give details of the local authority concerned.

If Yes, you should make separate application to us for a House-to-House Collection Licence. Please ask for an application form.

\* Delete as appropriate

**SECTION 4 – DECLARATION**

Please read this Section carefully – only sign it if you understand it and it is true.

- 1. I declare that the answers given in this application are correct.
- 2. I understand that any Licence issued will be subject to the conditions issued with the Permit.

Signed .....

Dated .....