



Dorset Council – Weymouth and Portland Area

APPLICATION FOR A PERMIT TO HOLD A CHARITABLE STREET COLLECTION

Section 1:

Applicant Details

***required information**

*First Name _____

*Family name _____

*E-mail _____

*Main telephone number _____ (incl area code)

Other telephone number _____

Are you:

Applying as a business or organisation, including as a sole trader
(A sole trader is a business owned by one person without any special legal structure.
Applying as an individual means you can be employed, or for some other personal reason,
such as following a hobby).

Applying as an individual

Your address

*Building number or name _____

*Street _____

*City or town _____

*County _____

*Postcode _____

Section 2:

FURTHER DETAILS ABOUT THE APPLICANT

Please note: the applicant must be the organiser of the proposed collection

Former name(s) _____

If currently or previously known by any other name(s), you must record them here.

Home Address

Is the address the same as (or similar to) the address given above?

Yes No

*Building name or number _____

*Street _____

*City or town _____

*County _____

*Postcode _____

Further Details

*Date of birth ____/____/____

*Place of birth _____

**Section 3:
ORGANISATION WHICH IS RESPONSIBLE FOR THE COLLECTION**

*Provide a brief description of the organisation and its objectives:

*Are the proceeds of the collection to benefit this organisation?

Yes No

*Is this organisation a registered charity?

Yes No

*Registration number _____

*What are the proceeds of the collection to be used for?

**Section 4:
CHARITY, FUND OR ORGANISATION TO BENEFIT FROM THE COLLECTION**

*Is another organisation going to benefit from your collection?

Yes No

**Section 5:
STREET COLLECTION**

*Do you intend to hold a street collection?

Yes No

Check for local guidance notes and conditions before completing this section. Some of the questions may not be relevant to local circumstances or your responses may have to provide specific information.

Where

*In what parts of this authority's area do you intend to carry out the collection?

When

*Preferred dates for the collection _____

Alternative dates _____

*During what hours of the day will the collection be held? _____

Collectors

*How many people do you plan to authorise as collectors? _____

*How will the collectors be identifiable? (Provide details of badge, certificate of authority etc)

What

Check for local guidance notes which may clarify what is allowable in your area and whether additional permissions or licenses are required.

*Do you plan to hold the collection in conjunction with a carnival, procession or other event?

Yes No

*Do you intend to offer anything for sale during the collection?

Yes No

*Provide details

**Section 6:
HOUSE-TO-HOUSE COLLECTION**

*Do you intend to hold a house-to-house collection?

- Yes No

**Section 7:
EXPENSES AND PAYMENT**

*Will 100% of the proceeds of the collection be donated to a charity or used for charitable purposes?

- Yes No

Statement of Return

*Which of the following types of return will you submit, giving details of proceeds and deductions?

- Street collection only
 House-to-house collection only
 Street and house-to-house collections combined
 Street and house-to-house collections separately

**Section 8:
PREVIOUS APPLICATIONS**

*Have you, or any person named in or associated with this application, previously applied for a similar licence or registration? (check all that apply)

- No Yes – application granted and revoked
 Yes – application granted Yes – application refused

**Section 9:
CONVICTIONS**

*Have you, or any person named in or associated with this application, been convicted of any crime or offence?

- Yes No

**Section 10:
ADDITIONAL DETAILS**

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

**Section 11:
ATTACHMENTS**

Letter from charity

AUTHORITY POSTAL ADDRESS

Address

Building number or name _____

Street _____

City or town _____

County _____

Postcode _____

DECLARATION

This section should be completed by the applicant, unless you answered “yes” to the question “Are you an agent acting on behalf of the applicant?”

*Full name _____

*Capacity _____

Date _____ / _____ / _____

IMPORTANT NOTES

Applicants are requested not to make more than four (4) applications per year in order to give each charitable cause a fair opportunity to collect in this way.

Any permit issued as a result of this application will only allow individuals to stand and collect money in a sealed container unless special permission is sought as follows:

1. If you wish to use a static stand or have entertainment please apply to Licensing (Tel: 01305 838028)
2. Any permit issued by this department does not allow collection on Weymouth Promenade which is land in the private ownership of this Council. If you wish to collect on the Promenade then arrangements must be made via Matt Ryan, Head of Tourism and Events (Tel. No. 01305 838514).

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see the Audit Commission website.