**G****UIDANCE FOR STREET COLLECTION APPLICATIONS**

**Applying for a Street Collection Permit**

You must always use the most up to date version of this form, which is available on our website at

[www.whitehorsedc.gov.uk/licensing/charity-collections/](https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/licensing/charity-collections/)

It is important that you fill in the application form as accurately and as fully as possible and that you read and fully understand the declarations before signing them. If there are any parts of the form that you do not understand you should contact the licensing team for advice. We reserve the right to request any additional information that we deem necessary in order to consider the application.

Applications should ideally be made at least 28 days before the proposed collection date.

**Locations**

Wantage - The statue area, adjoining car parks and Victoria Cross Gallery Forecourt in the Market Place are not to be used for street collections. Wantage Town Council has no objection to the pavements around the Market Place or Town Centre being used.

Certain locations also require the permission of the landowner as below. If the collection is for any of these areas, by submitting this form you confirm that you have contacted the relevant parties for their permission.

Abingdon Market Place or County Hall - prior permission of Abingdon Town Council is required. A copy of this form should be sent to them to be noted accordingly.

Abbey Shopping Centre - prior permission of managing agent Jones Lang LaSalle is required. Please contact Serena Fitz-Gibbons on 0121 634 6555, email Serena.Fitz-Gibbons@eu.jll.com

Botley Shopping Centre - prior permission of Alder King is required. Please contact Rebecca Priestley on 0117 317 1048, email RPriestley@alderking.com

Any supermarket forecourt - prior permission of the store is required.

**Available dates**

We will only grant a permit for one collection in each area on each date. Please provide an alternative collection date in case your first choice is not available. If neither date is available, we will contact you by email to discuss other possible dates.

**Authorisation from the charity or group to benefit**

If you do not work directly for the charity or group which will benefit from the collection, you must include a letter on headed paper or an email directly from the charity or group to confirm that they grant you permission to carry out a collection on their behalf.

**After the collection**

You must send us a return within one month after the date of the collection to confirm the amount raised and any deductions. The template for this can be found on our website and we also send these out when we issue a permit.

**Licensing, Vale of White Horse District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE**

**Telephone**: 01235 422556

**Email:** licensing.unit@whitehorsedc.gov.uk

**APPLICATION FOR A STREET COLLECTION PERMIT**



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

**Please read the guidance on the previous page before completing this application form**

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| Section 1: Applicant details |
| Surname:  | Mr / Mrs / Miss / Ms / Other:  |
| First names (in full):  |
| Address: |
|  |
| Date of birth: | Place of birth: |
| Telephone/mobile number: |
| Email address:  |

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| Section 2: Details of charity or group to benefit from collection |
| Name:  |
| Registered charity number:  |
| Website:  |

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| **Section 3: Proposed collection details** |
| Preferred date:  |
| Alternative date:  |
| Start time: Please use the 24hr clock, e.g. 10:00 to 20:00 | End time:  |
| Location (street and town):  |
| Number of collectors at any one time:  |
| Are you collecting money? Yes [ ]  No [ ]  If no, please state the nature of your collection: |
| Are you selling items? Yes [ ]  No [ ] If yes, please give details of what will be sold:  |
| Will collectors or any other person connected with this collection be paid? Yes [ ]  No [ ] If Yes, please provide details:  |

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| Section 4: Refusals of permits |
| Have you, or anyone associated with the promotion of this street collection, ever been refused a street collection permit? Yes [ ]  No [ ]  |
| If YES, please give details below:  |
| Licensing authority | Dates | Reason |
|  |  |  |

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| Section 5: Checklist |
| I work for the charity / group which will benefit from the collection or enclose authorisation from the charity / group | [ ]   |
| For collections taking place in locations where permission is required (see Guidance notes above) I have received permission from the landowner  | [ ]  |

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| Declaration |
| I confirm that the information given by me in this application is correct and true to the best of my knowledge and belief. I have read and completed this application myself. I understand that if I make a false statement or omit any relevant information when making this application that I may be committing an offence for which I could be prosecuted, and any permit issued may be revoked.I have read and understood the privacy notice for licence holders and applicants at [www.whitehorsedc.gov.uk/licensing/charity-collections/](https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/licensing/charity-collections/). I understand that any of the information provided with my application may be disclosed to other agencies such as the Police where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence, or to bodies responsible for auditing and administering public funds for the prevention and detection of fraud. I understand that the council may request additional information or documentation as appropriate in order to consider the application.I understand that it is an offence to carry on a collection without first being granted a permit. If granted a permit, I declare that I will comply with the relevant regulations as are in force in the District and will submit a return within a month of the date of collection.**SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PRINT FULL NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |