



APPLICATION FOR CHARITABLE STREET COLLECTION PERMIT

Police, Factories, etc (Miscellaneous Provisions) Act, 1916

I hereby apply to Thanet District Council for a permit authorising me to promote the street collection/sale of which particulars are given below

Details of Person Making Application	
Full Name and Home Address of Applicant	
Contact Telephone Number & Email address	
Date of Birth	
Name and Address of the Charity/Organisation Responsible for the Collection	
Full Name	
Address	
Telephone Number & Email address	
Are you a Member of this Charity/Organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please state your position within the Charity/Organisation
Is the Charity/Organisation registered with the Charity Commission?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please give charity number:	Charity Number:
What are the aims of the Charity/Organisation?
Enclose recent literature, accounts, etc if applicable)	
Name and Address of Charity/Organisation which will receive the money from the Collection	
Full Name	

Address	
Telephone Number	
Is the organisation registered with the Charity Commission? If YES, please give charity number:	Yes <input type="checkbox"/> No <input type="checkbox"/> Charity Number:
What are the aims of the Charity/Organisation? (Enclose recent literature, accounts, etc if applicable)
Are you employed by this Charity/Organisation? If YES, please state your position within the Charity/Organisation? (If NO you must supply a letter from them with this application authorising you to collect on their behalf)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you acting as a professional fundraiser or commercial participator? (If YES, you must attach a copy of the agreement)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the charity using a professional fundraiser in connection with this collection? (If YES, you must attach a copy of the agreement)	Yes <input type="checkbox"/> No <input type="checkbox"/>
SECTION 3 – Details of Collection	
Part(s) of the District to be covered by the Collection
Proposed Date of Collection	
Alternative Date of Collection	
Start and Finish Times of Collection	
Maximum Number of persons to act as collectors	
Will the collection be conducted with a procession or standing display of any kind? If YES, please supply details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will all the money be paid over to the Charity or Fund?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>If NO, please state approximately how much will be deducted for expenses and other purposes</p> <p>NB Please note, no deductions can be made unless details are specifically stated on this form.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
---	--

<p>Have you previously been granted a Street Collection Permit by this Authority?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
---	---

<p>Has a permit ever been refused by this or any other Authority?</p> <p>If YES, please give details (on an additional sheet if necessary)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
--	---

DECLARATION

- I understand that the information supplied will be held on a computer system, the purpose for which is registered by the Council.
- I am aware that should a street collection permit be granted to me, the collection must take place in strict compliance with the street collection regulations, which I have read and fully understand.
- I understand that it is necessary for me to submit to the Council, a certified form of statement within 28 days of the collection taking place.
- I understand that I must publish a notice in the local newspaper within 28 days of the collection taking place and send a copy of the notice to Thanet District Council as soon as possible.
- I understand that Thanet District Council may use the information provided in this form to prevent and detect fraud and that the Council may share the information for the same purposes with other organisations, for example, other Councils, the Police and Charity Commission.

Signature of Applicant	
------------------------	--

Date	
------	--

CHECKLIST

Have you attached written authority from the Charity/Organisation being Promoted?	<input type="checkbox"/>
---	--------------------------

Have you sent in your last return if you have held a previous collection in Thanet?

Have you enclosed literature/information about the Charity/Organisation?

Regulations made by Thanet 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 of the Local Government Act, 1971, Thanet 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 Borough of Thanet 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;

“**promoter**” means a person who causes others to act as collectors; “**permit**” means a permit for collection;

“**contributor**” means a person who contributes to a collection and includes a purchaser of articles for sale for the benefit 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 as a meeting in the open air, shall be made in any street or public place within the Borough of Thanet unless a promoter shall have obtained from Thanet District Council a permit.
3. 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 the Thanet 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 licensing authority 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 promoter.
(2) Any persons authorised under sub-paragraph (1) above all shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the Thanet 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 Thanet 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 collection than 25 metres.Provided that the Thanet 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 contributors shall immediately be placed in a collecting box.
 - (4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.
13. A collector shall not carry or use any collecting box, receptacle 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 Thanet 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 Thanet 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 and payments incurred in connection with such collection, and certified by that person and either a qualified accountant or an independent responsible person acceptable to Thanet District Council;
 - (b) a list of the collectors;
 - (c) a list of the amounts contained in each collecting box; and shall, if required by the Thanet District Council, satisfy it as to the proper application of the proceeds of the collection.
- (2) The said person shall also, within the same period, at the expense of that person and after a certificate has been given under paragraph (1)(a) above, publish in such newspaper or newspapers as the Thanet District Council may direct, a statement showing the name of the person to whom the permit has been granted, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected, and the amount of the expenses and payments in connection with such collection.
- (3) The Thanet District Council may, if satisfied there are special reasons for so doing extend the period of one month referred to in paragraph (1) above.
- (4) 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.
18. Any person who acts in contravention of any of the foregoing regulations shall be liable on summary conviction to a fine not exceeding £200 also in the case of a second or subsequent offence.

19. The regulations shall come into force one month after the date on which they are confirmed by the Secretary of State.

**APPLICATION FORM TO BE SENT TO LICENSING, THANET DISTRICT COUNCIL, PO BOX 9
MARGATE, KENT, CT9 0LU**