

APPLICATION TO MAKE A STREET COLLECTION

Form Of Application For Licence

An application for licence shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection.

Full Name of Applicant	
Title	(Mr/Mrs/Miss/Ms)
Date of Birth:	
National Insurance No.	
Daytime telephone No:	
Address of Applicant	
Name of Charity or Fund which is to benefit from the proceeds of the collection:	
Address of Charity/Fund:	
Charity Registration Number	
Name and Address of the Honorary Secretary	
Name and Address of the Treasurer	
Name and Address of the Auditors	
Name and Address of the Bankers	
Objectives of the charity:	
What are the aims of the Charity? (Please enclose charity leaflets and a copy of your latest charity accounts): If this is not a Registered Charity, what will be the precise use of the monies collected ?	

Are you attaching leaflets by: e-mail <input type="checkbox"/> or in the Post <input type="checkbox"/>	Are you attaching latest accounts by: e-mail <input type="checkbox"/> or in the Post <input type="checkbox"/>
Over what parts of the licensing area is it proposed that the collection should extend ?	
Over what dates or period of the year is it proposed that the collection should be made ?	
During what hours are you intending to make the collection ?	
Approximately how many collectors will there be?	
Is it proposed to collect money?	
Is it proposed to collect other property?	
If other property, please state the nature of that property	
Is it proposed to sell such property or to give it away or to use it?	
Is application being made for licences for collections for the same purposes in other licensing areas?	
If yes, to what licensing authorities?	
Approximately how many persons <u>in total</u> is it proposed to authorise to act as collectors?	
Is it proposed to promote this collection in conjunction with a House to House collection?	
If yes, is it proposed to submit one account or separate accounts.	
If the collection is for a War Charity, state if such charity has been registered or exempted from registration under the War Charities Act 1940, and give name of registration authority and date of registration or exemption.	
Are the whole of the receipts to be paid over to the Charity or Fund?	
If not, please state the purpose for which deductions will be made?	

Please also state approximately how much will be deducted for expenses or other purposes?	
NB PLEASE NOTE THAT NO DEDUCTION CAN BE MADE UNLESS DETAILS ARE SPECIFICALLY STATED ON THIS FORM	
Is it proposed that remuneration should be paid out of the proceeds of the collection to any individual person(s)?	
If, so please state who, why and how much it is intended to pay them.	
Has any person connected with the promotion of this collection been refused a licence or order under the Act, or had a licence or order revoked?	
If yes, please give details	

Please answer **all** questions fully in order that the processing of your application is not delayed.

DECLARATION

Before submitting this application form you must agree to meet the following requirements:

- I am aware that should a Street Collection Licence 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 am aware that it is also necessary for me to submit a certified form of statement within 1 month of the collection taking place.
- The application form has been completed by you as the applicant and not a third party;
- You will be available to attend, in person, any appointment resulting from the submission of this application, and conducted by an officer of this authority if required;
- You will make available any supporting documentation / information required as part of considering this application if required.
- The details contained in the application form are correct to the best of your knowledge and belief;

I agree to meet the requirements stated above ☐

DECLARATION

I confirm that the details contained in this application form were completed by me on

I confirm that the details contained in the application form are correct to the best of my knowledge and belief.

Applicant's signature/Proposed Licence Holder

Date:.....

To return form by e-mail please save your form on your computer once completed and then send as an attachment to the following e-mail address: licensing@rossendalebc.gov.uk

Information for Professional Fund Raisers and Commercial Participators

Charities Act 1992, Part II

Extract from S.I. 1994 No 3024 – The Charitable Institutions (Fund-raising Regulations) 1994.

Agreements between charitable institutions and professional fund-raisers

2. (1) The requirements as to form and content of an agreement made for the purposes of section 59(1) of the Charities Act 1992 are those set out in the following provisions of this regulation.
- (2) Such an agreement (hereafter in this regulation referred to as “the agreement”) shall be in writing and shall be signed by or on behalf of the charitable institution and the professional fund-raiser.
- (3) The agreement shall specify-
- (a) the name and address of each of the parties to the agreement;
 - (b) the date on which the agreement was signed by or on behalf of each of those parties;
 - (c) the period for which the agreement is to subsist;
 - (d) any terms relating to the termination of the agreement prior to the date on which that period expires; and
 - (e) any terms relating to the variation of the agreement during that period.
- (4) The agreement shall also contain-
- (a) a statement of its principal objectives and the methods to be used in pursuit of those objectives;
 - (b) if there is more than one charitable institution party to the agreement, provision as to the manner in which the proportion in which the institutions which are so party are respectively to benefit under the agreement is to be determined; and
 - (c) provision as to the amount by way of remuneration or expenses which the professional fund-raiser is to be entitled to receive in respect of things done by him in pursuance of the agreement and the manner in which that amount is to be determined.

Cont/d

Agreements between charitable institutions and commercial participators

3. (1) The requirements as to form and content of an agreement made for the purposes of section 59(2) of the Charities Act 1992 are those set out in the following provisions of this regulation.
- (2) Such an agreement (hereafter in this regulation referred to as “the agreement”) shall be in writing and shall be signed by or on behalf of the charitable institution and the commercial participator.
- (3) The agreement shall specify-
- (a) the name and address of each of the parties to the agreement;
 - (b) the date on which the agreement was signed by or on behalf of each of those parties;
 - (c) the period for which the agreement is to subsist;
 - (d) any terms relating to the termination of the agreement prior to the date on which that period expires; and
 - (e) any terms relating to the variation of the agreement during that period.
- (4) The agreement shall also contain-
- (a) a statement of its principal objectives and the methods to be used in pursuit of those objectives;
 - (b) provision as to the manner in which are to be determined-
 - (i) if there is more than one charitable institution party to the agreement, the proportion in which the institutions which are so party are respectively to benefit under the agreement; and
 - (ii) the proportion of the consideration given for goods or services sold or supplied by the commercial participator, or of any other proceeds of a promotional venture undertaken by him, which is to be given to or applied for the benefit of the charitable institution, or
 - (iii) the sums by way of donations by the commercial participator in connection with the sale or supply of any goods or services or supplied by him which are to be so given or applied,
 - (c) provision as to any amount by way of remuneration or expenses which the commercial participator is to be entitled to receive in respect of things done by him in pursuance of the agreement and the manner in which any such amount is to be determined.
- (5) The statement of methods referred to in paragraph (4)(a) above shall include, in relation to each method specified, a description of the type of charitable contributions which are to be given to or applied for the benefit of the charitable institution and of the circumstances in which they are to be so given or applied.