CHELTENHAM BOROUGH COUNCIL

MUNICIPAL OFFICES

PROMENADE

CHELTENHAM

GLOUCESTERSHIRE GL50 1PP

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www.cheltenham.gov.uk

House to house application



\*NOTE\* Please read Explanatory Notes attached before completing this application form

**House to House Collections Act 1939**

**Application for a house to house collection in the borough of Cheltenham for charitable or other purposes**

|  |
| --- |
| **We are striving to become entirely paperless and are therefore phasing out paper correspondence in favour of electronic communication and documents. Please provide an email address we can use to correspond with you and to which we can send your documents:** |
| Email address\*: \_\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\* Required |

|  |  |
| --- | --- |
| **SECTION A** | please complete the grey shaded areas using ink in BLOCK CAPITALS |
| Application type (please tick ✓ or check ) | [ ] New application [ ] Subsequent application |
|  |  |
| Applicant’s full name |       |
|  |  |
| Applicant’s address |       |
|  |       |
|  |       |
|  | Post Code       |
|  |  |
| Daytime telephone number |       |
|  |  |
| Mobile telephone number |       |
|  |  |
|  |  |
| Particulars of charitable purpose to which proceeds of collection will be applied. (Full details should be given and where possible the most recent accounts of any benefiting charity should be enclosed) |       |
|  |  |
| Over what part(s) of the area is it proposed that the collection should extend? |       |
|  |  |
| Registered charity number of benefiting charity, if applicable |       |
|  |  |
| Is it proposed to collect money?(please tick ✓ ) | **[ ]  YES** **[ ]  NO** |
| Date(s) for which the application is made (maximum 1 month) |  |
|  |  |
| Proposed days and hours of operation  | [ ]  Sunday - from       until       hours [ ]  Monday - from       until       hours [ ]  Tuesday - from       until       hours [ ]  Wednesday - from       until       hours [ ]  Thursday - from       until       hours [ ]  Friday - from       until       hours [ ]  Saturday - from       until       hours  |
|  |  |
| Is it proposed to collect other property? If so, of what nature and is it proposed to sell such property or to give it away or to use it? |       |
|  |  |
| Approximately how many persons is it proposed to authorise to act as collectors in the area? |       |
|  |  |
| Is it proposed that remuneration should be paid out of the proceeds of the collection: (a) To the collectors? (b) To other persons?If so, at what rates and to what classes of persons? | **[ ]  YES [ ]  NO** **[ ]  YES [ ]  NO**  |
|  |  |
| Is the application being made for the same purpose in other areas?If so, to which authorities?Approximately how many collectors is it proposed to authorise? | **[ ]  YES [ ]  NO**  |
| Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a licence or order under the Act, or had a licence or order revoked? If so, give particulars. | **[ ]  YES [ ]  NO**  |
| Is it proposed to promote this collection in conjunction with a street collection? If so, is it desired that the amounts of this collection should be combined wholly or in part with the amount of the street collection? | **[ ]  YES [ ]  NO**  |
| 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 exemption. | **[ ]  YES [ ]  NO**  |

**Consideration and determination of your application and service standards**

The process of consideration and determination of your application will normally take approximately 14 working days. If the application is referred to Licensing Committee the process will take longer as the Committee usually sits once a month. If you and / or your representative are required to attend a meeting of the Licensing Committee to speak in support of your application, you should be prepared to answer any questions the Committee may wish to ask.

**Declaration, Consent and Undertaking**

I/We

* Confirm that the contents of this application are true and complete.
* Agree that if permission is granted by Cheltenham Borough Council for a house to hHouse collection permit, I /we will comply with all acts, byelaws, regulations and conditions relating thereto and for the time being in force and understand that non-compliance with any relevant acts, bylaws, regulations and conditions will prejudice the continuance of any permit granted.

This authority is obligated to process information fairly and lawfully. I understand that the council will process the information I have provided on this form in accordance with the relevant privacy statement available at <https://www.cheltenham.gov.uk/your-data>.

* Understand that all correspondence in relation to this application will be by email and that it is my responsibility to inform the council of any change to my email address.
* Understand that the permit will only be valid for the date(s) specified and a further application will be needed for any subsequent applications.

In pursuance of Section 2 of the House to House Collections Act, 1939, I hereby apply for a licence authorising me to promote a collection, the particulars of which are specified in the information I have given above.

Signature of applicant\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in BLOCK CAPITALS)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity in which the application is signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of this application does not preclude the requirement to comply with the provisions of any other statute.

If you have and queries or require assistance in completing the application form please contact the Licensing team at the address on the front of this form or telephone the number below.

**This application and appropriate supporting documentation should be emailed to** **licensing@cheltenham.gov.uk** **or presented to -**

Licensing Section

Public Protection

Cheltenham Borough Council

PO Box 12, Municipal Offices

Promenade

Cheltenham

GL50 1PP

Telephone: 01242 775200

Fax: 01242 774924

email: licensing@cheltenham.gov.uk

**Guidance notes**

These guidance notes accompany the application for a house to house collection. We strongly encourage all new applicants to read these in the first instance before making an application. These guidance notes should be read in accordance with the council’s adopted policy.

### Determination of application

Applications will be considered on receipt and, where appropriate, additional information may be requested from the applicant. Failure to provide adequate information in the application form or upon request will result in an invalid application and the application and documents will be returned to the applicant.

**Permitted duration and frequency of collections**

The council will restrict the frequency and period for which collections can take place in the borough.

A collection can only run for a maximum period of one month. Only two collections are permitted annually in the borough for each charity.

If an application is made for a period in excess of the maximum period permitted above, the application will be returned to the applicant as invalid.

An amended application can be submitted for reconsideration.