CHELTENHAM BOROUGH COUNCIL

MUNICIPAL OFFICES

PROMENADE

CHELTENHAM

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Street Collection  **SCA**



Please read the attached explanatory notes before completing this application form

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

**Application for a street 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 ✓ ) | New application  Repeat application | |
|  |  | |
| Name of society, committee or other body or persons responsible for the collection |  | |
|  |  | |
| Applicant’s name |  | |
|  |  | |
| Applicant’s address |  | |
|  |  | |
|  | Post Code | |
|  |  | |
| Daytime telephone number |  | |
|  |  | |
| Mobile telephone number |  | |
|  |  | |
|  |  | |
| Name of charity or fund which is to benefit |  | |
|  |  | |
| Contact name and telephone number of the administrative centre of charity/fund |  | |
|  |  | |
| Charity registration number |  | |
|  |  | |
| Area where collection is to take place |  | |
| Approximately how many persons do you propose to authorise to act as collectors |  | |
|  |  | |
| Date for which the application is made |  | |
|  | |  |
| Proposed days and hours of operation  (please select relevant box and specify times using 24 hour clock for each day -  eg. from 08:30 until 17:30 hours) | | 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 |
|  |  | |
| Purpose/object of the charity or fund |  | |
|  |  | |
| Headings under which expenses will fall (if any) |  | |
| Is the application being made for the same purpose in other areas?  If so, to which authorities? | **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**  **………………………………………………………………………**  **………………………………………………………………………………………………………………………………………………**  **………………………………………………………………………………………………………………………………………………** | |

This application and the appropriate supporting documentation should be forwarded to the licensing section at [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk) or to the address on the front of this form.

**The following are required with this form before we can proceed with your application –**

Please tick

* **Application form** (all sections completed)
* **Form of statement for any previous collection held within Cheltenham**

(NB: this must be received before any permit is granted)

* **Details of the charity/fund for which the collection is made**

* **If you are collecting for a registered charity, a letter / email / document from**

**the charity showing that you are authorised to collect on their behalf**

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

The process of consideration and determination of your application will normally take approximately 14 days. If the application is for the Christmas period from 15th November to 31st December, or for the annual ‘Gold Cup’ race week in March, the process time will be considerably longer as we have special arrangements in place (see guidance notes below). In the event of clashes or disputes we may refer the application to the council’s Licensing Committee, which 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 and hereby apply for a street collection permit in the Borough of Cheltenham.
* Agree that if permission is granted by Cheltenham Borough Council for a street collection permit that 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 specified and a further application will be needed for any subsequent applications.

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 using the contact details on the front of this form.

**This application and supporting documentation should be sent to** [**licensing@cheltenham.gov.uk**](mailto:licensing@cheltenham.gov.uk)

# Guidance notes

These guidance notes accompany the application for permission to hold a street collection within Cheltenham Borough. We strongly encourage all new applicants to read these in the first instance before making an application. These guidance notes should be read in conjunction with the Council’s adopted policy.

### Policy

The council operates a diary booking system on a “first come first served” basis for the allocation of street collection date(s) in order to ensure that all charities have equal access to their preferred collection dates. No guarantee will be given that a charitable organisation’s preferred date(s) will be allocated to that organisation. Where an organisation’s preferred date(s) cannot be granted, alternative dates may be suggested where practicable.

The council will normally only permit a maximum of one collection in the town centre per day although applications for other areas in the borough away from the town centre will be considered at the council’s discretion.

### Transitory collections

Collections that pass through the borough will be given permits subject to their route not coinciding with a permit already granted. These events are normally sponsored walks, street processions, bed pushes or cycle rides etc.

### Christmas town centre street collections

The council will not accept applications for Christmas collections until the first week of September every year.

In order to permit as many Christmas collections as possible, the council will allocate applicants either a morning slot (8am to 1pm) or an afternoon slot (1pm to 5pm).

If necessary, officers will submit a report to the council’s Licensing Committee with proposed allocation for Christmas collections in November every year. The committee may approve the proposed allocation of dates or make any amendments it considers necessary. Applicants will be notified of the committee’s decision within 5 working days and issued with a collection permit if they were successful.

Where an applicant’s preferred date(s) cannot be granted, alternative dates, times and/or locations may be suggested where practicable.

Collection applications for other areas in the borough over December, away from the town centre, will be considered on merits and at the council’s discretion.

### Cheltenham Festival collections

The council will not accept applications for collections in respect of each year’s March “Gold Cup” race week until the first week of October the previous year.

Where there is a conflict of dates, times or locations, officers may submit a report to the Council’s Licensing Committee with proposed allocation for race week collections in December every year. The committee may approve the proposed allocation of dates or make any amendments it considers necessary. Applicants will be notified of the committee’s decision within 5 working days and issued with a collection permit if they were successful.

Where an applicant’s preferred date(s) cannot be granted, alternative dates, times and/or locations may be suggested where practicable.

Collection applications for other areas in the Borough over race week, away from the town centre, will be considered at the Council’s discretion.

### Animals

The use of animals in conjunction with street collections is discouraged and will only be permitted in conjunction with animal charities.

### Form of statement / returns form

Attention is drawn to section 16 of the regulations which sets out the procedure for submission of a statement of income and expenditure (certified by the applicant and either an accountant or an independent person of good standing acceptable to the Council). All items required under this regulation must be submitted within one month of the date of collection and it is essential that this time scale be adhered to. Failure to apply may prejudice any future applications.