



Knowsley Council

**House to House Collections Act 1939
Police, Factories etc (Miscellaneous Provisions) Act 1916**

Application for permission to hold a public charitable collection
(including House to House Collections, Street Collections
and Charity Collections)

Please complete all the questions in the form.
If you have nothing to record, please state "Not applicable" or "None"
(M = questions which are mandatory)

Please fill in with a black pen in BLOCK CAPITALS

1	Applicant details			
1.1	First name / Family name			M
1.2	Email address			
1.3	Main telephone number			M
1.4	Other telephone number			
1.5	Are you applying as a business/organisation?	Yes / No	If yes, go to 1.7	
1.6	Your address (including postcode)		Go to section 2	
	Your business			
1.7	Is your business registered in the UK with Companies House?	Yes / No	If yes, go to 1.9	
1.8	Is your business registered outside the UK?	Yes / No	If no, go to 1.10	
1.9	Registration number			
1.10	Business name			
1.11	VAT number			
1.12	Legal status	Sole trader/partnership/limited company/charity etc		
1.13	Your position in the business			
1.14	Business address (inc. postcode)			
2	Further details about the applicant			
	Please note: the applicant must be the organiser of the proposed collection			
2.1	Former name(s)			
2.2	Home address			M
2.3	Date of birth			M
2.4	Place of birth			M
3	Organisation which is responsible for the collection			
	If a society or organisation is responsible for the collection, please record legal status and address details under "your business" in Section 1			

3	Organisation which is responsible for the collection			
3.1	Please give a brief description of the organisation and its objectives			M
3.2	Are the proceeds of the collection to benefit this organisation?	Yes/No	If no, go to 4.1	M
3.3	Is this organisation a registered charity?	Yes/No		M
3.4	Registration number			M
3.5	What are the proceeds of the collection to be used for?			M

4	Charity, fund or organisation which is to benefit from the collection			
4.1	Is another organisation going to benefit from your collection	Yes/No	If no, go to 5.1	M
	Please provide details of the charity, fund or organisation which is to benefit from the collection			
4.2	Name			M
4.3	Address			M
4.4	Email address			
4.5	Main contact telephone number			M
4.6	Other telephone number			
4.7	Please give a brief description of the organisation and its objectives			M
4.8	Is this organisation a registered charity?	Yes/No	If no, go to 4.10	M
4.9	Registration number			M
4.10	What are the proceeds of the collection to be used for?			M
4.11	Record another organisation?	Yes/No	If yes, questions will be repeated	M

5	Street collection			
5.1	Do you propose to hold a street collection?	Yes/No	If no go to 6.1	M
	Where			
5.2	In what parts of this authority's area do you propose to carry out the collection? (please provide details as requested in guidance notes)			M
	When			
	N.B. it may be necessary to agree dates with the local authority BEFORE submitting this form – check guidance notes and conditions) All dates are subject to availability.			M
5.3	Preferred dates for the collection			M
5.4	Alternative dates			
5.5	During what hours of the day will the collection be held?			M
	Collectors			
5.6	How many people do you propose to authorise as collectors?			M
5.7	How will the collectors be identifiable? (please provide details of badge, certificate of authority etc)			M

5	Street collection			
	What			
5.8	Do you propose to hold the collection in conjunction with a carnival, procession or other event?	Yes/No	If no go to 5.10	M
5.9	Please provide details (check guidance notes for details required)			M
5.10	Do you propose to offer anything for sale?	Yes/No	If no go to 6.1	M
5.11	If yes, what do you propose to offer for sale?			M
	Please check local guidance notes for the requirements if you propose to offer anything for sale.			

6	House-to-house collection			
6.1	Do you propose to hold a house-to-house collection?	Yes/No	If no go to 7.1	M
	Where			
6.2	In what parts of this authority's area do you propose to carry out the collection? (please provide details as requested in local guidance notes)			M
	When			
	N.B. All dates are subject to availability and confirmation by Knowsley MBC Licensing Service. Please check dates are available before submitting application.			M
6.3	Preferred dates for the collection			M
6.4	Alternative dates			
6.5	During what hours of the day will the collection be held?			M
	Collectors			
6.6	How many people do you propose to authorise as collectors?			M
6.7	How will the collectors be identifiable? (please provide details of badge, certificate of authority etc)			M
	What			
6.8	Do you propose to collect money?	Yes/No	If no go to 6.11	M
6.9	If yes, method of collection	Sealed box/can		M
		Envelope <input type="checkbox"/>		
		Other <input type="checkbox"/>		
6.10	If other, please give details			M
6.11	Do you propose to collect property?	Yes/No	If no go to 6.15	M
6.12	If yes, what sort of property?			M

6	House-to-house collection			
6.13	What do you propose to do with the property?	Sell it Give it away <input type="checkbox"/> Use it <input type="checkbox"/> Other <input type="checkbox"/>		M
6.14	If other, please give details			M
6.15	Do you propose to offer anything for sale?	Yes/No	If no go to 7.1	M
6.16	If yes, what do you propose to offer for sale?			M
	Please check guidance notes for the requirements if you propose to offer anything for sale.			

7	Expenses and remuneration			
7.1	Are 100% of the proceeds of the collection to be paid over to the charity or fund?	Yes/No	If yes, go to 7.17	M
7.2	Do you propose to pay expenses out of the proceeds of the collection?	Yes/No	If no, go to 7.6	M
	Please provide details of all the expenses you propose to pay out of the proceeds of the collection			
7.3	Type of expenses			M
7.4	Amount to be paid			M
7.5	Add another type of expenses?	Yes/No	If yes, questions will be repeated	M
	No remuneration can be paid to anybody involved in the collection unless details are provided in this form and approved. In England and Wales no remuneration can be paid to collectors taking part in street collections in any circumstances.			
7.6	Do you propose to remunerate anybody out of the proceeds of the collection?	Yes/No	If no, go to 7.17	M
7.7	Do you propose to pay any collectors?	Yes/No	If no, go to 7.10	M
7.8	How many collectors do you propose to pay?			M
7.9	At what rate?			M
7.10	Do you propose to pay the organisers?	Yes/No	If no, go to 7.13	M
7.11	How many organisers do you propose to pay?			M
7.12	At what rate?			M
7.13	Do you propose to pay anybody else?	Yes/No	If no, go to 7.17	M
7.14	Who else do you propose to pay?			M
7.15	How many such people?			M
7.16	At what rate?			M

7	Expenses and remuneration			
7.17	Do you propose to submit returns forms, giving details of proceeds and expenses, for:	Street collection only <input type="checkbox"/>		M
		House-to-house collection only <input type="checkbox"/>		
		Street and house-to-house collections combined? <input type="checkbox"/>		
		Street and house-to-house collections separately? <input type="checkbox"/>		

8	Other applications			
8.1	Are you applying for a licence or permit for a collection in any other area?	Yes/No	If no, go to 9.1	M
8.2	If yes, what authority or authorities are you making the applications to?			M
8.3	How many people, in all, do you propose to authorise as collectors?			M

9	Previous applications			
9.1	Have you, or anybody associated with organising the collection, previously applied for permission to hold a charitable collection? (please tick all that apply)	No <input type="checkbox"/> Yes – application granted <input type="checkbox"/> Yes – granted and revoked or suspended <input type="checkbox"/> Yes – application refused <input type="checkbox"/>	If no, go to question 10.1 Go to 9.2 Go to 9.6 Go to 9.12	M
9.2	Local authority applied to			M
9.3	Date of licence / permit			M
9.4	Number of licence / permit certificate			M
9.5	Add another licence / permit?	Yes/No	If yes, questions will be repeated	M
9.6	Local authority applied to			M
9.7	Date of licence / permit			M
9.8	Number of licence / permit			M
9.9	Date licence / permit revoked			M
9.10	Circumstances resulting in revocation			M
9.11	Add another?	Yes/No	If yes, questions will be repeated	M
9.12	Local authority applied to			M
9.13	Date of application			M
9.14	Circumstances of refusal			M
9.15	Add another refusal?	Yes/No	If yes, questions will be repeated	M

10	Convictions			
10.1	Have you, or any person named in or associated with this application been convicted of any criminal offence?	Yes / No	If no, go to 11.1	M

10	Convictions			
	Please provide details – subject to the Rehabilitation of Offenders Act 1974 All unspent convictions must be declared unless stated otherwise in guidance notes			
10.2	Name of person			M
10.3	Date			M
10.4	Court			M
10.5	Offence			M
10.6	Penalty			M
10.7	Add another conviction?	Yes / No	If yes, this section will be repeated	M

11	Additional details			
11.1	Please provide any additional information which is required or relevant to your application (remember to check guidance notes and conditions for requirements in your area)			

12	Declaration and Signature			
	I confirm: <ul style="list-style-type: none"> I have read fully and understood the contents of this form and any supporting information and agree to the terms and/or conditions set out within; I understand that by submitting this application, you consent to Knowsley MBC passing on the data within this application and its supporting documents to any authority or person that will assist its determination of this application, or as required by law; I declare that the information provided is true to the best of your knowledge and belief; I understand that if any false information is provided you may be guilty of an offence and liable to prosecution; I understand that if the application is authorised you must inform the authority about any changes to circumstances that mean you no longer meet the conditions for the authorisation; I understand where a statutory declaration has been provided it may be forwarded to Merseyside Police; 			
12.1	Signature			M
12.2	Capacity			M
12.3	Date			M

13	Fees			
	None			

14	Attachments			
	<ul style="list-style-type: none"> Particulars of any contracts with any charity which is to benefit from this collection. Bank account details into which the collection monies will be paid. Previous year's accounts. Environment Agency -control of pollution certificate Copies of documentation and material(including donation bags) Membership details of Institute of Fundraising Literature about organisation(s) who will benefit. 			

15	Contact details
	Knowsley Licensing Service Environmental Health and Consumer Protection 2nd Floor Municipal Building Archway Road Huyton L36 9YU
15.1	Phone : 0151 443 2300
15.2	E-mail: licensing@knowsley.gov.uk