

**APPENDIX B**

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

Application for permission to hold a Street Collection public charitable collection

<b>Section A: Applicant details</b>	
Title (Mr/Mrs/Ms etc):	
Full Name:	
Home Address:	
Email Address:	
Contact Telephone Number:	
Date of Birth:	
Place of Birth:	
<b>Section B: Collecting organisation details</b>	
Company Name:	Charity name:
Company Address (head office):	Charity address (head office):
Registered company number:	Registered charity number:
Legal Status (Sole trader/partnership/limited company/charity etc):	
Your position in the business:	
<b>Section C: Details of organisation to benefit from the collection</b>	
Organisation name:	Organisation address:
Registered company number:	Registered charity number:
Legal Status (Sole trader/partnership/limited company/charity etc):	
Organisation contact name:	
<b>Section D: Supporting information</b>	
Have all documents detailed in point 9.2 of the policy been submitted with this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes please tick all that apply.	
Literature about the organisation	<input type="checkbox"/>
A copy of the published accounts	<input type="checkbox"/>
	<input type="checkbox"/>

Authorisation letter	<input type="checkbox"/>
A copy of any agreement or contract	
<b>Section E: Definition of Charity.</b> Please tick all that apply.	
Charitable Company	<input type="checkbox"/>
Charitable Incorporated Organisation	<input type="checkbox"/>
Charities Incorporated by Royal Charter	<input type="checkbox"/>
Common Deposit Funds	<input type="checkbox"/>
Common Investment Funds	<input type="checkbox"/>
Community Trusts or Community Foundation	<input type="checkbox"/>
Companies limited by guarantee	<input type="checkbox"/>
Excepted charity	<input type="checkbox"/>
Exempt charity	<input type="checkbox"/>
	<input type="checkbox"/>
Non-company charities	
Trusts	<input type="checkbox"/>
	<input type="checkbox"/>
Unincorporated associations	
<b>Section F: Purpose of collection.</b> Please tick all that apply.	
the prevention or relief of poverty	<input type="checkbox"/>
	<input type="checkbox"/>
the advancement of education	
the advancement of religion	<input type="checkbox"/>
the advancement of health or the saving of lives	<input type="checkbox"/>
the advancement of citizenship or community development	<input type="checkbox"/>
the advancement of the arts, culture, heritage or science	<input type="checkbox"/>
the advancement of amateur sport	<input type="checkbox"/>
the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity	<input type="checkbox"/>
the advancement of environmental protection or improvement	<input type="checkbox"/>
the relief of those in need, by reason of youth, age, ill-health, disability,	<input type="checkbox"/>

financial hardship or other disadvantage	<input type="checkbox"/>
the advancement of animal welfare	<input type="checkbox"/>
the promotion of the efficiency of the armed forces of the Crown or of the police, fire and rescue services or ambulance services	<input type="checkbox"/>
other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose.	

**Please provide further information supporting each purpose ticked above and how the collection proceeds will be used for the benefit of Slough's community. Continue on a separate sheet if required:**

**Please note: no payments shall be made to any collector and no payment shall be made out of the proceeds of a collection either directly or indirectly to any other person connected with the promotion of a collection, unless approved by the Licensing Authority.**

**Section G: Street collection**

**Please note: any permit granted for Slough High Street will only allow a charitable collection to take place on a Wednesday or Saturday. Collections are only permitted to take place between the hours of 10:00 and 18:00**

Please state where you propose to collect:

Preferred dates for the collection:

How many people do you propose to authorise as collectors (maximum 6 collectors)?

**Please provide name, address & date of birth for all authorised collectors on a separate sheet**

Please provide samples of collector identification i.e. badge, certificate of authority etc.

**Section H: Type of collection. Please tick all that apply**

Cash	<input type="checkbox"/>
Items (for sale)	<input type="checkbox"/> please provide details on a separate sheet
Other	<input type="checkbox"/> please provide details on a separate sheet

Do you propose to hold the collection in conjunction with a carnival, procession or other event?	
Yes	<input type="checkbox"/> please provide details on a separate sheet
No	<input type="checkbox"/>

Section I: Method of collection. Please tick all that apply		
Sealed box	<input type="checkbox"/>	
Envelope	<input type="checkbox"/>	
Other	<input type="checkbox"/> please provide details on a separate sheet	
Section J: Disposal of collection proceeds. Please tick all that apply		
Out of the collection proceeds to you propose to pay:		
The organisers	<input type="checkbox"/>	
Collectors	<input type="checkbox"/>	
Expenses	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Please provide details of all the payments you propose to make out of the proceeds of the collection. Continue on a separate sheet if required.	<b>Payment type:</b>	<b>Amount to be paid:</b>
Section K: Other applications		
Have you, or anybody associated with the collection, previously applied for permission to hold a charitable collection with this or any other local authority?		
No	<input type="checkbox"/>	
Yes – application granted	<input type="checkbox"/>	
Yes – granted and revoked or suspended	<input type="checkbox"/> please provide details on a separate sheet	
Yes – application refused	<input type="checkbox"/> please prove details on a separate sheet	
Section L: Convictions; subject to the Rehabilitation of Offenders Act 1974.		
Have you, or anyone connected with the collection, been convicted of any criminal offence?		
Yes	<input type="checkbox"/> all relevant unspent convictions must be declared below	
No	<input type="checkbox"/>	
Court:		
Offence:		
Penalty:		
Date of conviction:		
Please continue on a separate sheet if required.		
Section M: Bank account details		
Please provide details of the bank account into which the collection proceeds will be paid:		
Bank account name:		
Bank account number:		
Bank sort code:		

**Please note the following:**

- You may be requested to supply other information:
  - Particulars of any contract you may have with the organisation that is to benefit from the collection.

- The most recent accounts of the organisation that is to benefit.
- Literature about the organisation that is to benefit.

**Section N: Applicant declaration and signature**

- 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, I consent to Slough Borough Council 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 my knowledge and belief;
- I understand that if any false information is provided I may be guilty of an offence and liable to prosecution;
- I understand that if the application is authorised I must inform the authority about any changes to circumstances that mean I no longer meet the conditions for the authorisation;

Applicant Signature: .....

Print Name: .....

Date: .....

Completed applications should be sent to:      **Licensing  
Slough Borough Council  
Landmark Place  
High Street  
Slough  
SL1 1JL**

If you need further information, please contact the Licensing Department on:

Telephone No: 01753 875664      e-mail: [licensing@slough.gov.uk](mailto:licensing@slough.gov.uk)