



# GOSPORT

Borough Council

## POLICE, FACTORIES ETC (MISCELLANEOUS PROVISIONS) ACT 1916

### APPLICATION FOR CHARITABLE COLLECTION PERMIT

I hereby apply for permission to collect money or sell articles in streets or public places within the Borough of Gosport for the benefit of charitable or other purposes.

Your application must be received **at least** 28 days before the date of collection.

|               |              |
|---------------|--------------|
| <b>SIGNED</b> | <b>DATED</b> |
|---------------|--------------|

### PARTICULARS OF COLLECTION (PLEASE USE BLOCK CAPITAL LETTERS)

Date upon which it is desired to make the collection or sale: .....

Location: .....

|  |  |
|--|--|
| 1. Full Name of applicant (person, society, Committee or body of persons responsible for the collection or sale).                        |  |
| 2. Address of applicant.<br><br>Telephone Number:<br>E-mail address@   |  |
| 3. Date of Birth of applicant:   |  |
| 4. Name of the Charity or fund which is to benefit<br><br>Registration number of the Charity (if registered with the Charity Commission) |  |
| 5. Address and telephone number of the Administrative Centre of the Fund.  |  |
| 6. Name and address of Treasurer:  |  |
| 7. Name and address of bank.   |  |

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| 8. Objects of the Charity or Fund:   |  |
| 9. *Locality within which it is desired to make the collection or sale.  |  |
| 10. The method to be adopted in making the collection or sale (i.e. collecting boxes).   |  |
| 11. Approximately how many collectors will there be?   |  |
| 12. Disposal of the receipts. Is the whole of the receipts to be paid over for the benefit of the Charity or fund, or will any deductions be made for expenses, or other purposes? If any deduction is made state for what purpose and give an estimate of the sum which will be deducted. |  |
| 13. Have any previous applications by the organisation to any local authority for a charitable/street collection permit been refused? <b>If yes, please give details</b>   |  |
| 14. Is it proposed to promote this collection in conjunction with a House to House collection? If so, is it desired that the accounts of this collection should be combined wholly or in part with the account of the House to House collection.   |  |

\* Note: If you wish to collect in Gosport High Street Pedestrian Precinct and have pre-booked the Gosport Borough Council's Charity Stall to sell articles or exhibits relating to the charity, **you must supply a copy of Public Indemnity Insurance for at least £5 million with your application**. On approval of your application you will be issued with a Charity Stall Use Letter which you should present to the Gosport Market Supervisor on the day of the collection.



Any personal information you have provided, or which has been obtained from other sources will only be used by the Council or other regulatory bodies. Records will be stored on the computer and/or paper files and will not be given to any third party unless we are legally obliged to do so.

Please return completed application form to the Licensing Team, Town Hall, High Street, Gosport, PO12 1EB



## Street Collection Regulations

1. No collection of money or sale of any articles shall be made in any street or public place within the licensing authority area unless the person, society, committee or other body of persons responsible for such collection or sale shall have obtained from the licensing authority a permit for such collection or sale.
2. Application for a permit shall be made, in writing, not later than one month before the date on which it is proposed to make the collection or sale. The licensing authority may reduce the period of one month if satisfied that there are special reasons for doing so.
3. No collection or sale shall be made except upon the day and between the hours stated in the permit.
4. The licensing authority may, in granting a permit, limit a collection or sale to such a street or public place or such parts thereof as they think fit.
5. No person may assist or take part in any collection or sale without the written authority of the person, society, committee or other body of persons to whom a permit has been granted. Every person so authorised shall produce such written authority forthwith for inspection by a duly authorised officer of the licensing authority or any police officer on demand.
6. No collection or sale shall be made in any part of the carriageway of any street which has a footway. However, the licensing authority may, if it thinks fit, allow a collection or sale to take place on the said carriageway where such a collection or sale has been authorised.
7. No collection or sale shall be made in any street or public place to the obstruction or annoyance of any person in such a street or public place.
8. No collector or vendor shall importune any person to the annoyance of such person.
9. Any person acting as a collector or vendor in a street or public place shall occupy a stationary position at some place on the footway. Not more than 2 persons shall act as collectors or vendors at the same place and no person shall collect money or sell articles within 25 metres of the place where another person is collection or selling. However, the licensing authority may, if it thinks fit, waive the requirements of this regulation in respect of a collection or sale which has been authorised to be held in connection with a procession.
10. No person under the age of 16 years shall act or be permitted to act as a collector or vendor.
11. Every collector or vendor shall carry and present to all contributors or purchasers, for the reception of money contributions, a box or other receptacle securely closed and sealed in such a way as to prevent the same being opened without such seal being broken and all money received shall be immediately placed in such box or receptacle. All such boxes or receptacles with the seals unbroken to one of the persons responsible for the proper application of the money received.
12. A collector or vendor shall not carry or use any collecting box, receptacle or tray which does not bear, displayed prominently thereon, the name of the fund for which the collection or sale is being made, nor any box or other receptacle which is not duly numbered.
13. No payment or reward shall be made or given to any collector or vendor. No payment or reward shall be made or given, either directly or indirectly to any other person connected with the promotion or conduct of a collection or sale for or in respect of services connected therewith except such payments as may have been approved by the authority which granted the permit.
- 14.(1) Within one month after the date of any collection or sale, the person, society, committee or other body of persons responsible therefore shall forward to the Licensing Team, for the information of the licensing authority, a statement in the person with vouchers showing in detail the amount received and the expenses incurred in connection with the collection or sale and shall, if required by the licensing authority, satisfy them as to the due and proper application of the proceeds of the collection or sale. The society, committee or other body shall also, within the same period and at their own expense after audit, publish in such newspaper or newspapers as the licensing authority may direct a short statement showing the name of the person, society, committee or other body of persons responsible for the collection of sale, the name of the charity or fund which is to benefit, the date of the collection of sale, the amount collected, the amount of expenses and amount distributed to the charity or fund.  
(2) The licensing authority may, if it is satisfied that there are special reasons for so doing:
  - (a) extend the period of one month referred to in paragraph (1) above; and
  - (b) agree to accept from the person, society, committee or other body of persons required to forward a statement to the appropriate officer under paragraph (1) above, a statement which although not in the form set out in the schedule to the Regulations is in a like or similar form and, where there has been such agreement and acceptance, paragraph (1) above shall be deemed to have been complied with.
15. These Regulations shall not apply:
  - (a) in respect of a collection taken at a meeting in the open air; and
  - (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade and for the purpose of earning a livelihood and no representation is made by or on behalf of the seller that any part of the proceeds of sale will be devoted to any charitable purpose.
16. Any person who acts in contravention of any of the foregoing Regulations will be liable on summary conviction to a fine not exceeding level 1.