



**Police, Factories, &c. (Miscellaneous Provisions) Act 1916  
Dacorum Borough Council (Charitable Street Collections) Regulations 1985**

**Application for a Street Collection permit**

<b>For Council use only:</b>	<b>Application reference number</b>	M
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Please write legibly in **BLOCK CAPITALS**, and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete applications will not be processed.

Please familiarise yourself with our Street Collection regulations before completing this form. Applications must be made **no later than one month** prior to the proposed collection date(s).

You may wish to keep a copy of the completed form for your records.

<b>Part 1: Applicant's details</b>			
<b>Please give details of the person organising this collection:</b>			<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other ____
Full name:			
Contact address: <i>(including postcode)</i>			
Date of birth:	/ /	Daytime phone number:	
Email address:			
Are you making this application on behalf of a society, group, or similar body?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give the name of the society, group or body:			

<b>Part 2: Details of charity/fund you wish to raise money for</b>	
Name of charity / fund:	
Administrative address of charity / fund: <i>(including postcode)</i>	
Registered charity number:	
Objectives of charity / fund:	

Part 3: Details of proposed collection			
Date(s) of proposed collection:			
Alternative date(s) if above is not available?			
Maximum number of collectors proposed to be collecting simultaneously:			
Will the proposed collection be taking place in connection with a procession? <i>If yes, please ensure that every road covered by the procession route is listed below.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Location(s) of proposed collection in Dacorum:  <i>(please give specific road names, or descriptions of public spaces)</i>			
<i>Please note that to collect on privately-owned land which is publicly accessible, you must also obtain the landowner's permission. This includes Riverside and the Marlowes Shopping Centre in Hemel Hempstead.</i>			
Method of proposed collection: <i>(please tick as appropriate)</i>	<input type="checkbox"/> Cash donations in sealed containers (buckets/tins, etc) <input type="checkbox"/> Sale of articles <i>(please describe: _____)</i> <input type="checkbox"/> Other <i>(please describe: _____)</i>		
Are the whole collection proceeds to be paid over to the beneficiary charity/fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will any deduction be made for expenses or any other purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If any deduction is to be made, state for what purpose, and give an estimate of the amount below.			
Purpose / expense type	Estimated amount	Purpose / expense type	Estimated amount
	£		£
	£		£
	£		£

Part 4: Declaration and signatures			
<ul style="list-style-type: none"> <li>I/We hereby apply for a Street Collection permit under the Police, Factories, &amp;c. (Miscellaneous Provisions) Act 1916, and agree to comply with Dacorum Borough Council's applicable regulations.</li> <li>I/We declare that to the best of my/our knowledge and belief, the above particulars are complete and correct in every respect.</li> <li>I/We have not previously been refused a Street Collection permit by Dacorum or any other authority.</li> </ul>			
Signed:		Print name:	
		Date:	

Completed application forms should be submitted, no later than one month prior to the proposed collection date(s), to:

**Licensing, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, Herts, HP1 1DN**

Please note that Dacorum runs a calendar booking system for street collections, and your application may be declined if a collection is already booked to take place on your preferred date.

## **Data Protection – PLEASE READ THIS NOTICE CAREFULLY**

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence, including carrying out any applicable searches and background checks. The information will be held on file and on an internal database, and such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, charities nominated to benefit from street collections, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes, unless the law requires us to.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

### **Guidance notes**

Please complete the application form with as much detail as possible. This will avoid your application being delayed if we have to ask you to clarify or confirm details.

Street collections are defined as “a collection of money or a sale of articles for the benefit of charitable or other purposes”. Under our Regulations, any collection or sale which takes place in a street or public place must be authorised by a permit. This includes:

- any public highways
- parks and green spaces
- market squares, pedestrianised areas and shopping areas
- public car parks
- any other place to which the public have access, which is either not within a building, or is a public area within a station, airport, shopping precinct or any other similar building.

Please note that a street collection permit will not allow you to collect from door-to-door, or within multiple business premises. If you wish to do this as part of your collection, you will also need to apply for a house-to-house collection licence. You will also need permission from the businesses to collect within their premises.

#### **Part 1**

Please give the details of the individual who is primarily responsible for organising the collection. If they are organising it on behalf of a society, group or body (such as a parent and teacher association, or the workforce of a company who are raising funds for a cause), the name of the society, group or body should also be given. The licence will then be issued ‘on behalf of’ the group, society or body.

#### **Part 2**

Collections should aim to raise money for a charitable purpose, as defined by the Charities Act 2011. We will not grant a permit if we believe that one or more persons would receive a private gain as a result of the collection. This includes both direct benefits (such as payment of a wage, commission or expenses) and indirect benefits (for example, if a collector will receive a trip, experience or similar reward if they raise a certain amount for the charity).

#### **Part 3**

Please note that we will only allow one collection in any area per day. We run a first-come-first-served booking system, so it is important that you make your application as early as possible to secure your preferred date. If another collection is already taking place on the date you requested, we will try to accommodate your collection on one of your alternative dates.

Please be as precise as possible when specifying where you intend to collect, especially if you are applying in conjunction with a procession. If you miss a road off, you will not be able to collect in that road.

Any deductions you intend to make from the proceeds should be itemised in Part 3 of the form. Permission to make reasonable deductions, such as to purchase equipment to run the collection, will not be refused. However, where we believe that the amounts proposed are excessive or are for improper purposes, we may refuse a permit.