



Application for a Street Collection Permit

Licensing & Land Charges, Wesley House, St Helens, WA10 1HF

Application for permission to hold a street collection within the area of St Helens

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

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

1. Applicant Details

Mr Mrs Miss Ms Other title (for example, Rev)

Surname

First names

Date of birth (dd/mm/yy)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Place of birth

Home address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

2. St Helens Branch Details

Charity or organisation name

Address

Post Town

Postcode

<input type="text"/>

3. Head Office Details

Charity or organisation name

Address

Post Town Postcode

Charity Registration Number

4. Dates of Collection

First preference date

Second preference date

Third preference date

Proposed hours of collection

Total number of collectors

Please note: Following the decision of the Licensing and Environmental Protection Committee on 8 February 2012, collections will normally only be considered for Saturdays unless the applicant can satisfy the licensing authority that it is required in connection with some other special event, e.g. along the route only of a sponsored walk or in connection with a special national event. Preference will always be given to charities who have not already had a collection in the borough during the same calendar year.

5. Proposed Areas of Collection

Please tick the box next to the relevant area(s) in which you intend to collect and indicate the number of persons who will be collection in that area. In the event of a collection to be held in conjunction with a bed push or similar event, please refer to overleaf.

AREA REQ.		NO. COLL	AREA REQ.		NO. COLL	AREA REQ.		NO COLL
	BILLINGE & SENELEY GREEN			MOSS BANK			THATTO HEATH	
	BLACKBROOK			NEWTON			TOWN CENTRE	
	BOLD			PARR			WEST PARK	
	EARLESTOWN			RAINFORD			WINDLE	
	ECCLESTON			RAINHILL				
	HAYDOCK			SUTTON				

Other area(s) not on list _____

6. St Helens Town Centre Collections Only:

Please state the streets on which you wish to collect in the Town Centre:

In the case of Town Centre collections, is it your intentions to sell articles for the benefit charitable purposes?

Yes/ No

If the answer to the above is `Yes' we will contact you to discuss whether this is viable in the area you have requested.

In the case of Town Centre collections, is it your intention to site any table, display unit or stands in association with the collection?

Yes/ No

If the answer to the above is `Yes' we will contact you to discuss whether this is viable in the area you have requested.

In the case of Town Centre collections, is it your intention to site any vehicle in association with the collection?

Yes/ No

If the answer to the above is `Yes' we will contact you to discuss whether this is viable in the area you have requested.

7. Expenses

What percentage of proceeds collected do you propose to allocate to expenses, if any?

Please provide a brief explanation of the expenses to be deducted:

To what purpose do you propose to allocate the proceeds of collection? (After expenses if any):

If a branch of a national charity, specify proportion to be allocated to this area and specify purpose to which the proceeds will be allocated:

Has the applicant previously held a Street Collection Permit with this Authority on behalf of any other organisation:

Should the answer to the above be **YES**, please provide the name and address of the organisation and date of collection:

8. Collections held in conjunction with an event

Should the street collection be in conjunction with a bed push or similar event, please enclose a plan of the route, together with times of departure, arrival etc.

PLEASE NOTE THAT ST HELENS COUNCIL MAY ONLY GRANT PERMISSION TO COLLECTIONS HELD WITHIN THE ST HELENS BOROUGH.

Please answer the following questions:

Has the Events Team been made aware of this event?

Name(s) of Officer(s) from who was notified and the date:

THIS APPLICATION FORM MUST BE ACCOMPANIED BY A LETTER FROM THE GOVERNING BODY OF THE ORGANISATION AUTHORISING YOU TO HOLD A STREET COLLECTION PERMIT ON THEIR BEHALF

Signature of applicant

Signature	
Date	
Capacity	

Contact name and address for correspondence associated with this application	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Please return this completed application form together with associated documentation Licensing & Land Charges, Wesley House, Corporation Street, St Helens, WA10 1HF or by email to generallicensing@sthelens.gov.uk

For further assistance please do not hesitate to contact us on 01744 676770

Privacy Policy – St. Helens Council, Licensing and Land Charges Department.

Here at St. Helens Council we take your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us.

From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments and Government Services, which may be used for the prevention of fraud or other serious offences.

If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Data Protection Officer by email on dataprotection@sthelens.gov.uk.

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely. Further information regarding retention periods is available on the Council's website at <https://www.sthelens.gov.uk/Licensing>.