

## Street Collection Permit Application Form

**Police, Factories, Etc. (Miscellaneous Provisions) Act 1916 As Amended By  
Section 251 Of The Local Government Act 1972**

<p>1. Name of applicant who will be responsible for the collection and will issue each collector with authority to collect.</p>	<p>Surname:</p> <p>Forename(s):</p> <p>Maiden Name: (if applicable)</p> <p>Date Of Birth:</p> <p>Place of Birth:</p>										
<p>2. Home address of applicant with daytime telephone number.</p>											
<p>3. Name and administration address of charity for which the collection is being made. (Charity name must be displayed on the collection boxes)</p>											
<p>4. Address to appear on permit.</p>											
<p>5. Registered charity number</p>											
<p>6. Date upon which it is desired to make the collection. It will be helpful to give alternative date(s).</p>											
<p>7. Over what part(s) of the district is it proposed to make the collection?</p> <p>Indicate by ticking the appropriate box.</p> <p><b>Please Note:</b> The locations in <b>bold</b> also require the permission of the landlord/landowner, which you should obtain prior to submitting this application.</p> <div style="background-color: red; color: black; padding: 2px; font-weight: bold;">             Failure to provide a copy of the permission will result in the return of this application form.         </div>	<table style="width: 100%; border: none;"> <tr> <td><b>City Centre area</b> <input type="checkbox"/></td> <td><b>Serpentine Green</b> <input type="checkbox"/></td> </tr> <tr> <td><b>Orton Centre</b> <input type="checkbox"/></td> <td><b>Werrington Centre</b> <input type="checkbox"/></td> </tr> <tr> <td><b>Bretton Centre</b> <input type="checkbox"/></td> <td><b>London Road (POSH)</b> <input type="checkbox"/></td> </tr> <tr> <td><b>Railway Station</b> <input type="checkbox"/></td> <td><b>Sainsburys Oxney Rd</b> <input type="checkbox"/></td> </tr> <tr> <td><b>Rivergate Arcade</b> <input type="checkbox"/></td> <td><b>Other (please specify)</b> <input type="checkbox"/></td> </tr> </table> <p>.....</p>	<b>City Centre area</b> <input type="checkbox"/>	<b>Serpentine Green</b> <input type="checkbox"/>	<b>Orton Centre</b> <input type="checkbox"/>	<b>Werrington Centre</b> <input type="checkbox"/>	<b>Bretton Centre</b> <input type="checkbox"/>	<b>London Road (POSH)</b> <input type="checkbox"/>	<b>Railway Station</b> <input type="checkbox"/>	<b>Sainsburys Oxney Rd</b> <input type="checkbox"/>	<b>Rivergate Arcade</b> <input type="checkbox"/>	<b>Other (please specify)</b> <input type="checkbox"/>
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<p>8. Number of collectors (maximum of 8 in the City Centre) to whom the authority will be given:</p> <p><b>Note:</b> Identification labels will be provided for the collectors. <b>These must be clearly displayed</b></p>											

9. Has a permit been issued on behalf of this charity, by this authority, on previous occasions? Please give date(s).	
10. Has the applicant been convicted of any crime or offence arising out of the promotion of a public charitable collection or any offence involving dishonesty?	
11. Do you wish to hold any other fund raising activity associated with your collection within the city centre area? If so, please outline the proposed activity.  <b>Please note:</b> approval to your request for the proposed activity be subject to you provided a copy of third party insurance cover for an amount not less than £2,000,000.	

Signature ..... Date .....

An application for a permit should normally be made **not later than one month** before the date on which it is proposed to undertake the collection. **A letter of authority from the charity to make the collection must accompany this application.**

<p><b>Please return the completed form to:</b></p> <p>Peterborough City Council          City Centre Services          Town Hall          Bridge Street          PETERBOROUGH          PE1 1HG</p>	<p><b>For further information:</b></p> <p><b>Tel:</b> 01733 – 452288  <b>Fax:</b> 01733 – 452287  <b>Email:</b> <a href="mailto:citycentre.services@peterborough.gov.uk">citycentre.services@peterborough.gov.uk</a>  <b>Website:</b> <a href="http://www.peterborough.gov.uk">www.peterborough.gov.uk</a></p> <p><b>If this form is returned electronically, a signed copy must be sent to the above address.</b></p>
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**IDENTIFICATION LABELS:** In our continuing campaign to ensure the public are aware of the official Street collections, we will provide the number of identification labels required. **It is now a condition of the permit that the date identification label must be displayed by all collectors.**

Peterborough City Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight principles of the Act. Further information relating to your rights under the Data Protection Act can be sent to you on request.

*For office use only:*

P.O. Required – Yes  No  Date requested ..... Date received .....

Venue permission – Yes  No  Letter / Telephone confirmation – date & ref. ....

Info Stall – Yes  No

Failure database checked  Street plan updated  Website updated

Form of Statement received  Date ..... Database updated

1<sup>st</sup> Reminder issued  ..... 2<sup>nd</sup> Reminder issued  ..... Failure List  .....

Issuing Officer .....