STREET COLLECTION PERMIT
APPLICATION FORM
Police, Factories, Etc. (Miscellaneous Provisions)
Act 1916 As Amended By Section 251 of The Local
Government Act 1972

To: Peterborough City Council
City Centre Services
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY

1) Name of applicant who will be responsible for the Collection and will issue each collector with authority to collect:
   Surname:
   Forename(s):
   Maiden name: (if applicable)
   Date of birth:
   Place of birth:

2) Home address of applicant with daytime telephone number.
   Home address:
   Daytime telephone number:

3) Name and administration address of charity for which the collection is being made:
   (Charity name must be displayed on the collection boxes)

4) Address to appear on permit:

5) Registered charity number:

6) Date upon which it is desired to make the collection. It will be helpful to give alternative date(s):
   (Administrative charge applies- £30.66 is charged periodically i.e maximum of three collection dates in a roll)

7) Over what part(s) of the district is it proposed to make the collection? Indicate by ticking the appropriate box:
   Please Note: The locations in bold also require the permission of the landlord/landowner, which you should obtain prior to submitting this application.
   Failure to provide a copy of the permission will result in the return of this application form.

<table>
<thead>
<tr>
<th>City Centre area</th>
<th>Serpentine Green</th>
<th>Bretton Centre</th>
<th>London Road (POSH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Werrington Centre</td>
<td>Sainsburys Oxney Road</td>
<td>Orton Centre</td>
<td>Railway Station</td>
</tr>
<tr>
<td>Rivergate Arcade</td>
<td>Other (please specify):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8) Number of collectors (maximum of 8 in the City Centre) to whom the authority will be given:
(Please note: Identification labels will be provided for the collectors. These must be clearly displayed.)

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.
(Please note: 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)

Please read below Terms and Condition before signing this form.
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. There is an administrative charge of £30.66 for Charity street collections. This amount must be paid prior to collection to the Peterborough city council using the invoice that will be sent to you with the permits and other paperwork.

Signature: ___________________________ Date: __________

For further information: Tel: 01733 – 452288 Fax: 01733 – 452287 Email: city.centre.services@peterborough.gov.uk Website: www.peterborough.gov.uk

If this form is returned electronically, a signed copy must be sent to the above address.

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:

<table>
<thead>
<tr>
<th>P.O. required</th>
<th>Yes ☐ No ☐</th>
<th>Date requested:</th>
<th>Date received:</th>
<th>1st Reminder issued: ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue permission:</td>
<td>Yes ☐ No ☐</td>
<td>Failure database checked: ☐</td>
<td>Website updated: ☐</td>
<td>2nd Reminder issued: ☐</td>
</tr>
<tr>
<td>Info stall:</td>
<td>Yes ☐ No ☐</td>
<td>Street plan updated: ☐</td>
<td>Database updated: ☐</td>
<td>Failure list: ☐</td>
</tr>
<tr>
<td>Letter/telephone confirmation: date and ref:</td>
<td></td>
<td>Form of statement received: ☐</td>
<td>Date:</td>
<td>Issuing officer:</td>
</tr>
</tbody>
</table>