

STREET COLLECTIONS

APPLICATION FOR PERMISSION TO HOLD A STREET COLLECTION TO COLLECT MONEY OR SELL ARTICLES IN STREETS OR PUBLIC PLACES WITHIN THE BOROUGH OF RUNNYMEDE FOR THE PUBLIC BENEFIT AND FOR CHARITABLE OR OTHER PURPOSES AS DEFINED BY THE CHARITIES ACT 2006

The Charity Collections Policy should be retained by the applicant

1. Name and address of Society, Committee or body responsible for the collection or sale Telephone No. Website address (if applicable)	
2. Name and address of the person making the application who will be jointly responsible for the collection or sale Telephone No. e-mail address (if applicable)	
3. Name of Charity or Fund which is to benefit Charity Commission No. (if applicable)	
4. Objects of the Charity or Fund* see guidance notes attached	
5. Date and hours during which it is desired to make the collection or sale	Date: Hours:
6. Locality within which it is desired to make the collection or sale (Runnymede area includes: Addlestone, Chertsey, Egham, Egham Hythe, Englefield Green, New Haw, Ottershaw, Thorpe, Virginia Water and Woodham)	
7. Is it proposed to hold the collection in conjunction with a carnival, procession or other event which will require the relaxation of Regulations 7 or 10 of the Street Collections Regulations? If so, give a brief description of the function	
8. a) By what method will the collection or sale be made? (e.g. in sealed tins or other receptacles) b) What arrangements are proposed to ensure that the money collected is handed over with the least possible delay to the person responsible for the proper application of the money?	
9. Disposal of the receipts a) Is it proposed that the whole of the receipts shall be paid over for the benefit of the Charity or Fund, or will any deduction be made for expenses or for any other purpose? b) If any deduction is to be made, state for what purpose and give an estimate of the sum which will be deducted	
10. Is an application being made for licences for collections for the same purpose in other areas? If so, to what Councils?	
11. Have you ever been refused a licence by another Council. If yes please give details	
12. Is it proposed to promote the collection in conjunction with a house to house collection? If yes please give details	

I have read and agree to abide by the street collections regulations attached and confirm that all the information given above is correct to the best of my knowledge.

Signature of Applicant.....

Date.....

Please return this form to Miss C Pinnock, Democratic Services, Law and Governance Business Centre, Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH
clare.pinnock@runnymede.gov.uk

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud or other illegal activity. For further information, please see

www.runnymede.gov.uk/datamatching

Application Form.doc

STREET COLLECTIONS

APPLICATION FOR AN OFFICIAL BADGE OR BADGES OF AUTHORISATION
TO BE WORN WHILE TAKING PART IN A STREET COLLECTION WITHIN THE
BOROUGH OF RUNNYMEDE IN ACCORDANCE WITH REGULATION 12 (1)
MADE BY RUNNYMEDE BOROUGH COUNCIL.

Name and address to appear on the permit and authorisation letter accompanying your permit and badges. This can be the charity's name and address if you do not wish to have personal contact details shown on the permit and letter of

Name:

Address:

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Name and Address to which badges should be sent (if different):

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Daytime contact Tel:

Number of badges required:

Please allow 10 days for delivery of your badges

Badges may also be collected in person if this is more convenient; please make an appointment with Miss C Pinnock 01932 425627.

Failure to wear an official badge of authorisation may result in your permission to collect being called into question and will be in contravention of condition 12 (1) of the Street Collections Regulations made by Runnymede Borough Council.

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For further information, please see www.runnymede.gov.uk/DataMatching

Office use only

Date of Street Collection(s) _____

Permit Number(s) _____