

SCA

Street Collection Application Form

Please complete this editable and saveable PDF form preferably electronically and email to licensing@reigate-banstead.gov.uk when completed.

1. Name and Address of Society, Committee or body responsible for the collection or sale: to whom the permit was granted:

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2. Name and address of the person making the application who will be jointly responsible for the collection or sale:

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3. Contact telephone number(s):

4. Name of Charity or Fund which is to benefit:

5. Objectives of Charity or Fund:

6. Date(s) and hours during which it is desired to make the collection or sale:

Day(s):

Date(s):

Hours:

Please provide alternative date(s) below in case we can not grant your desired days(s), date(s) or hours

Day(s):

Date(s):

Hours:

7. Locality within which it is desired to make the collection or sale:

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8. Is it proposed to hold the collection in conjunction with carnival, procession or other event which will require the relaxation of Regulation 7 of the street collection regulations? If so give a brief description of the function:

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9. By what method will the collection or sale be made e.g sealed tins

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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?

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10. Disposal of receipts.

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?

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If any deduction is to be made, state for what purpose and give an estimate of the sum which will be deducted.

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11. Is application being made for collections for the same purpose in areas outside the Borough. If so to which licensing authority?

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Notes:

1. The dates in paragraphs 6 and 11 should coincide. If they differ please give special reasons.
2. Applicants who also wish to make a House to House Collection should also make an application to the same licensing authority. Dates for House to House Collections will be issued shortly after Street Collection dates in order to allow charities to co-ordinate collection if they so wish.

Declaration of Returner

I certify that to the best of my knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Check box to confirm and sign

Date completed:

Surname:.....Forename(s)

Email.....

Address:.....

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Please return to: You can directly type into this document, save the document and then email it to licensing@reigate-banstead.gov.uk or return by post to Licensing Officer, Licensing Department, Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate, RH2 0SH.

Address:

Licensing Officer, Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate, RH2 0SH

Email: licensing@reigate-banstead.gov.uk

Telephone 01737 276672

Official use only	Reference No:				Checked:	
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