

# Police Factories, etc. (Miscellaneous Provisions Act) 1916

## Charitable Street Collections

To The Licensing Team, East Lindsey District Council:  
In pursuance of Section 5 of the above Act, I hereby  
apply for a charitable street collection permit authorising me  
to promote the collection of which particulars are given below.

1. Full name and address  
of applicant:

2. Full name and address  
of charity or benevolent  
purpose benefiting  
from collection:

3. Contact details of applicant:

(a) Telephone number:

(b) Mobile telephone number:

(c) E-mail address:

4. Objectives of the charity:

5. Name and address of  
the charity bankers:

6. Name and address of  
the charity auditors:

7. Date of collection requested:
8. Area within the District which collection is proposed to be made:
9. Approximate number of collectors:
10. Charity registration number (if any):
11. Nature of collection (e.g. is it a static or mobile collection):
12. Disposal of any receipts and any deductions (if applicable):
13. Is application for a Street Collection being made in other Council areas?  Yes  No If Yes, where?

N.B. Your information will be processed in accordance with the law, in particular the Data Protection Act 1998 and the Freedom of Information Act 2000. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signed:

Name in block capitals:

Date:

## NOTES

1. Applicants are invited to submit information leaflets in support of their application.
2. The Council's Street Collection Regulations do not permit remuneration to be paid to charitable street collectors.
3. Completed application forms should be returned to the address below.
4. You are advised to make this application at least 12 weeks in advance of the proposed collection date.
5. A fee is not payable to the Council for the grant of a permit.
6. Applications in relation to Skegness should be made direct to Skegness Town Council and not this Authority.
7. It is this Authority's policy that an organisation is not normally issued more than one collection per year in the same town or village.

## Contact Details:

Licensing Team  
East Lindsey District Council  
Tedder Hall, Manby Park  
Louth, Lincolnshire  
LN11 8UP

Tel: 01507 601111  
E-Mail: [licensing@e-lindsey.gov.uk](mailto:licensing@e-lindsey.gov.uk)  
Website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

Form Last Revised March 2018

# Notes

## Introduction - Charitable Street Collections

The power that enables the Council to regulate charitable street collections and to issue permits is contained in the Police, Factories, etc. (Miscellaneous Provisions) Act 1916. In accordance with its powers, the Council has made regulations under this legislation for the control of street collections.

The legislation and regulations stipulate that any charitable collection to be undertaken in a street or public place requires a permit. It is a criminal offence to conduct a collection in any street or public place within the East Lindsey District without first obtaining such a permit from the Council.

Collections are a vital source of funds for many charities as they offer a positive opportunity for the public to support charities. However, they need to be carried out for the benefit of the charity and in accordance with the law.

It is vital that permits to collect are issued to legitimate applicants. This can give the public confidence that if the collection is properly authorised then their donations are being given to the appropriate charity.

## Application Process

An application for a permit should normally be made to the Council in writing on the prescribed application form no later than twelve weeks before the proposed collection date. The exceptions to this expectation are applications for Christmas Town Centre Street Collections – see below.

The following will be required to be submitted with the permit application:

- the aims and objectives of the organisation including any supporting documents, e.g. constitution and/or articles of association;
- details of street collection permits refused (in the East Lindsey or any other Council's area);
- for transitory / mobile collections, details of the proposed routes must be provided with the application.

Applications will be considered on receipt and, where appropriate, additional information may be requested from the applicant. Failure to provide adequate information in the application form or upon request will result in an invalid application and the application and documents will be returned to the applicant.

Where appropriate this Authority reserves the right to ask an applicant to produce the result of a current basic Criminal Records Bureau disclosure relating to the applicant for the permit.

## Christmas Town Centre Street Collections

In addition to the requirements set out above, the Council will not accept applications for Christmas Town Centre Street collections until the first week of September every year. For the purposes of this policy Christmas Town Centre Street Collections are defined as collections taking place during period 24th November to 24th December in a town centre.

An application for a permit for a Christmas Town Centre Street Collection should normally be made to the Council in writing on the prescribed application form no later than four weeks before the proposed collection date.

## Skegness

This Council has delegated to Skegness Town Council the authorisation to determine applications for charitable street collections in Skegness. Permit applications in relation to Skegness should be made direct to Skegness Town Council and not this Authority.

Skegness Town Council will have its own procedures and policy, separate to this policy document, for the processing and determination of charitable street collection permits.

## Allocation of Street Collection Days

The Council operates a diary booking system on a "first come first served" basis for the allocation of street collection dates in order to ensure that all charities have equal access to their preferred collection

dates. No guarantee will be given that a charitable organisation's preferred date will be allocated to that organisation. Where an organisation's preferred date cannot be granted, alternative dates may be suggested where practicable.

It is this Authority's policy that an organisation is normally limited to one collection day per calendar year in the same town or village.

## **Charitable Street Collections Policy**

A copy of our policy on the subject of charitable street collections can be found on the Council's website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

## **Data Protection Notice**

East Lindsey District Council is a Data Controller and can be contacted at:

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP  
Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your application under Licensing Legislation as we are the Licensing Authority.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 6 years in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow,  
Cheshire, SK9 5AF Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your application for a permit.

For further information on our Data Protection Policies please go to our website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)