

**GUIDANCE FOR STREET COLLECTION APPLICATIONS**

**Applying for a Street Collection Permit**

You must always use the most up to date version of this form, which is available on our website at [www.southoxon.gov.uk/licensing/charity-collections/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/charity-collections/)

It is important that you fill in the application form as accurately and as fully as possible and that you read and fully understand the declarations before signing them. If there are any parts of the form that you do not understand you should contact the licensing team for advice. We reserve the right to request any additional information that we deem necessary in order to consider the application.

Applications should ideally be made at least 28 days before the proposed collection date.

**Locations**

Certain locations require the permission of the landowner as below:

Wallingford - prior permission from Wallingford Town Council is required. Please contact Tracey Collins on 01491 835373 or [senioradmin@wallingfordtowncouncil.gov.uk](mailto:senioradmin@wallingfordtowncouncil.gov.uk). We will not accept an application unless written permission is enclosed from Wallingford Town Council.

The Orchard Centre, Didcot - prior permission must be sought from the Operations Manager, contact 01235 519014 or [enquiries@orchardcentre.co.uk](mailto:enquiries@orchardcentre.co.uk). By submitting this form, you confirm that you have contacted the Orchard Centre for their permission.

Any supermarket forecourt - prior permission of the store is required.

**Available dates**

We will only grant a permit for one collection in each area on each date. Please provide an alternative collection date in case your first choice is not available. If neither date is available, we will contact you by email to discuss other possible dates.

**Authorisation from the charity or group to benefit**

If you do not work directly for the charity or group which will benefit from the collection, you must include a letter on headed paper or an email directly from the charity or group to confirm that they grant you permission to carry out a collection on their behalf.

**After the collection**

You must send us a return within one month after the date of the collection to confirm the amount raised and any deductions. The template for this can be found on our website and we also send these out when we issue a permit.

**Licensing, South Oxfordshire District Council,** **Abbey House, Abbey Close, Abingdon, OX14 3JE**

**Telephone**: 01235 422556

**Email:** [licensing@southoxon.gov.uk](mailto:licensing@southoxon.gov.uk)



**APPLICATION FOR A STREET COLLECTION PERMIT**

**Police, Factories Etc, (Miscellaneous Provisions) Act 1916**

**Please read the guidance on the previous page before completing this application form**

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| Section 1: Applicant details | | |
| Surname: | | Mr / Mrs / Miss / Ms / Other: |
| First names (in full): | | |
| Address: | | |
|  | | |
| Date of birth: | Place of birth: | |
| Telephone/mobile number: | | |
| Email address: | | |

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| Section 2: Details of charity or group to benefit from collection |
| Name: |
| Registered charity number: |
| Website: |

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| --- | --- |
| **Section 3: Proposed collection details** | |
| Preferred date: | |
| Alternative date: | |
| Start time:  Please use the 24hr clock, e.g. 10:00 to 20:00 | End time: |
| Location (street and town): | |
| Number of collectors at any one time: | |

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| Are you collecting money? Yes  No  If no, please state the nature of your collection: |
| Are you selling items? Yes  No  If yes, please give details of what will be sold: |
| Will collectors or any other person connected with this collection be paid? Yes  No  If Yes, please provide details: |

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| --- | --- | --- |
| Section 4: Refusals of permits | | |
| Have you, or anyone associated with the promotion of this street collection, ever been refused a street collection permit?  Yes  No | | |
| If YES, please give details below: | | |
| Licensing authority | Dates | Reason |
|  |  |  |

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| Section 5: Checklist | |
| I work for the charity / group which will benefit from the collection or enclose authorisation from the charity / group |  |
| For collections taking place in locations where permission is required (see Guidance notes above) I have received permission from the landowner |  |

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| Declaration |
| I confirm that the information given by me in this application is correct and true to the best of my knowledge and belief. I have read and completed this application myself. I understand that if I make a false statement or omit any relevant information when making this application that I may be committing an offence for which I could be prosecuted, and any permit issued may be revoked.  I have read and understood the privacy notice for licence holders and applicants at [www.southoxon.gov.uk/licensing/charity-collections/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/charity-collections/). I understand that any of the information provided with my application may be disclosed to other agencies such as the Police where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence, or to bodies responsible for auditing and administering public funds for the prevention and detection of fraud.  I understand that the council may request additional information or documentation as appropriate in order to consider the application.  I understand that it is an offence to carry on a collection without first being granted a permit. If granted a permit, I declare that I will comply with the relevant regulations as are in force in the District and will submit a return within a month of the date of collection.  **SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINT FULL NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |