

Licensing Partnership

Application for a Street Collection



Please complete within seven days and return to: The Licensing Partnership, P.O Box 182, Sevenoaks, Kent. TN13 1GP

Section 1 - About the person organising the collection					
Name of Applicant (person responsible for collection)					
Address of Applicant (this is the address we will use to respond to you)					
Telephone number for Applicant (in case of any queries)					
Section 2 - About the organisation you are collecting for					
Name of charity/organisation to benefit from the collection					
Address of charity/organisation to benefit from the collection					
Full name and address of Honorary Secretary					
Full name and address of Honorary Treasurer					
Name and address of bankers					
Name and address of auditors (if appropriate)					
Full name, address and credentials of accountant					
Purpose of charity					
Type of organisation (please delete those not applicable)	<table border="0"> <tr> <td>LOCAL</td> <td>COUNTY</td> </tr> <tr> <td>NATIONAL</td> <td>INTERNATIONAL</td> </tr> </table>	LOCAL	COUNTY	NATIONAL	INTERNATIONAL
LOCAL	COUNTY				
NATIONAL	INTERNATIONAL				
Please state what local connections your organisation has (use separate sheet if necessary)					
Age of local branch (if appropriate)					
Section 3 - Please complete this section for collections in Sevenoaks or Tunbridge Wells					
Date of the collection. Please call to provisionally book your date before returning this form.					
Hours of the collection.	From: To:				
In which parish(es) is it proposed that the collection will take place?					
Section 4 - Please complete this section for collections in Maidstone only					
Dates of the collection	1 ST CHOICE-				
Please select from the attached list of approved dates and give 3 choices. N.B. See Note (1)	2 ND CHOICE-				
	3 RD CHOICE-				
For collections in Maidstone: If none of your 3 choices are available would you accept any alternate date?					

Reasons to support your first choice (If any)			
Times of your collection – If you are applying for a Saturday, you are entitled to collect between 09:00 and 18:00. – For days other than Saturday, please specify a 3 hour time slot when you will collect.			
Type of collection <i>N.B. See Note (2)</i>	a) <i>COLLECTION ONLY</i> b) <i>WITH MUSIC (BAND ETC)</i> c) <i>VISUAL DISPLAY (NOTICE BOARDS ETC)</i> d) <i>OTHER ENTERTAINMENT</i>		
Has your organisation held a street collection in Maidstone before? Yes/No If yes state date..... and complete relevant sections	Gross amount collected	Proportion allocated for local use	Return submitted
Areas within Maidstone to be covered by collection:			Please tick one box from A – F
A. WHOLE BOROUGH (this includes all the Parishes as well as the town centre). <i>N.B. See Note (3)</i>			
B. WEEK STREET/EARL STREET PEDESTRIAN PRECINCT (including rear of Marks and Spencer)			
C. KING STREET/HIGH STREET			
D. MID-KENT SHOPPING CENTRE, ALLINGTON <i>N.B See Note (4)</i>			
E. THE BROADWAY SHOPPING MALL, THE BROADWAY, BARKER ROAD ADJACENT TO THE LAW COURTS AND ADJACENT TO LOCKMEADOW MARKET <i>N.B See Note (5)</i>			
F. CERTAIN PARISHES ONLY (Please specify) <i>N.B. See Note (6)</i>			
Section 5 – Please complete this section for collections in all areas			
Do you intend to collect items other than money? If so what?			
Will you hold a house to house collection in conjunction with the street collection?			
Has the society or the promoter ever had a licence application refused?			
Approximately how many people will collect in the district?			
Will any of the proceeds be paid to any collectors or other persons? If so, which persons and at what rates? Please also state any other deductions to be made from the sum paid over to the charity			
Do you propose to collect in other districts at the same time? If so, which?			

If you do not belong to the group you want to collect for, you must send in an authorisation letter from the group with your application form.

Signed _____ Date _____

Note for collections in Sevenoaks: Applicants are advised that any applications submitted by them may be the subject of referral to the Police in accordance with the arrangement established between the District Council and the Police.

Note for collections in Tunbridge Wells: Tunbridge Wells Borough Council would like to draw your attention to the Street Trading Prohibition in and around Tunbridge Wells town centre. If

you require further information, please call 01892 526121 and ask for the Licensing Department.

Tunbridge Wells Borough Council 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. TWBC may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

http://www2.tunbridgewells.gov.uk/pdf/National_Fraud_Initiative_-_Data_Matching.pdf

Notes for collections in Maidstone (as referred to in section 4 above):

1. Applicants are advised that any dates selected in July/August may be subject to variation to accommodate the Maidstone Carnival/River Festival.
2. Any form of entertainment involving static musical instruments or static exhibitions/displays or any dancing or similar display will, in addition to the street collection permit, require the consent of the Highways (0845-824-7800) and the Economic Development Manager (01622 2394) to whom full details should be supplied separately from this current application for a street collection permit. If you propose to bring a vehicle, trailer or caravan into a pedestrianised area you will also require their consent.
3. Because of the volume of applications, the Council is normally inclined only to grant consent for the whole borough to certain limited larger charities known to have the requisite organisation to utilise such an area.
4. All applications for street collections in the Mid Kent Shopping Centre must be approved by the centre.
For approval contact: Waitrose Supermarket, Mid Kent Shopping Centre, Castle Road, Maidstone, Kent ME16 ONB, For the attention of the Manager - Telephone 01622 752274
5. Although no separate consent is required from the management of the Broadway centre, attention is drawn to the fact that the organiser of the collection will be responsible for any loss or damage on the premises arising there from. It is also advisable to liaise with the management once consent to collect in the centre has been granted.
6. Applications may be submitted for more than one of the categories B to F but applicants are again reminded that the volume of applications is such that the Council may find it necessary to restrict the permits to individual categories.

We are asking you to complete this section as part of our equal opportunities monitoring. We wish to ensure we are treating all sections of the population equally.

✓ Please tick box

White	British Irish Any other white background including mixed white – Please state.....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Mixed White	White & Black Caribbean White & Black African White & Asian Any other mixed white background Please state.....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Asian or Asian British	Indian Pakistani Bangladeshi Any other Asian background Please state.....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
British African	Black or White African Any other African background Please state.....	<input type="checkbox"/>
Caribbean or Caribbean British	Black or White Caribbean	<input type="checkbox"/>
Chinese or Other Ethnic Group	Chinese Any other Ethnic Group Please state.....	<input type="checkbox"/>

DATE.....SIGNED.....