



Licensing

Application for a Charity Street Collection Permit

Name of applicant/organisation	
Telephone number:	
Postal address of applicant/organisation	
Postcode	
Name of charity benefiting from the proposed collection	
Charity number:	
Method of collection	Cash <input type="checkbox"/> Direct debit* <input type="checkbox"/>
Postal address of person responsible for the collection	
Postcode	
Date desired to carry out street collection	
Street where proposed collection is to take place.	
Number of collectors:	
If the request is for the top of town, please confirm by ticking the box that you have checked that no market event is taking place on the proposed date: <input type="checkbox"/>	
<p><i>Market events dates can be verified by call Hughmark , the council's market operator on 01189 945 1799</i></p> <p><i>*For charities collecting by direct debit in the Top of the Town please confirm that you have read and agree to abide the council's voluntary code of conduct.</i> <input type="checkbox"/></p>	

I HEREBY CERTIFY that to the best of my/our knowledge and belief, the above particulars are true and that I have read the councils Policy on street collections and the street collection regulations.

Signed		Date	
Print Name:		**	

** Where an applicant signs on behalf of a Company or Partnership, state the role within the company.
 Invalid applications will be returned.
 Please make this application at least 28 days before the charity collection date applied for above.
 Refer to the council's street collection policy and regulations at www.basingstoke.gov.uk before submitting this form.

HOW WE COLLECT AND USE INFORMATION

We will use the information given in this form and any supporting evidence you send us to process your licence/certificate application.

We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities, and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us.

Basingstoke and Deane Borough Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

You have a right of access to the information that this Council holds about you. To request this please write to:

Information Management (Legislation and RIPA) Officer, Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
RG21 4AH