



**pencil**

**APPLICATION FOR PERMISSION TO HOLD A  
PUBLIC CHARITABLE COLLECTION**

**For Official use only**

|                |  |
|----------------|--|
| Date received  |  |
| Date to Police |  |

**ALL QUESTIONS MUST BE ANSWERED FULLY IN BLOCK LETTERS**

|      |   |           |                |                 |
|------|---|-----------|----------------|-----------------|
| 1(a) | Body or Organisation  |           |                |                 |
| (b)  | Charity Registration Number   |           |                |                 |
| (c)  | Business Address (including postcode)   |           |                |                 |
| 2(a) | Name (including maiden name and middle names) of person responsible for organisation of the collection  |           |                |                 |
| (b)  | Home Address (including postcode)   |           |                |                 |
| (c)  | Please enter the date you moved to your current address   |           |                |                 |
| (d)  | If you have lived at this address for less than 3 years please state any other addresses you have resided at during this time and your period of residence at those addresses |           |                |                 |
| (e)  | E-mail  |           |                |                 |
| (f)  | Telephone No  | Landline: | Mobile:        |                 |
| (g)  | Age, date and place of birth  | Age:      | Date of Birth: | Place of Birth: |

|  |  |  |                |                |
|--|--|--|----------------|----------------|
| 3.   | <p>Have you ever been convicted of any crime or offence?</p> <p>If answer is yes, please provide details below; continue on separate sheet if necessary.</p> | Yes/No   |                |                |
| Date   | Court  | Offence  | Sentence       |                |
|  |  |  |                |                |
| <p><b>SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974, ALL UNSPENT CRIMES AND OFFENCES MUST BE DECLARED (SEE NOTE 1 OF THE ATTACHED GUIDANCE NOTES).</b></p> |  |  |                |                |
| 4.   | Type of Collection   | House to House <input type="checkbox"/> Street Collection <input type="checkbox"/> |                |                |
| 5.   | Dates requested for collection.<br>(Please give alternative dates if possible)   | <b>Place(s)</b>  | <b>Date(s)</b> | <b>Type(s)</b> |
|  |  |  |                |                |
|  |  |  |                |                |
|  |  |  |                |                |
| 6.   | Area requested (Please give address details)   |  |                |                |
| 7.   | Number of Collectors.  |  |                |                |
| 8.   | Does the Organisation hold an Exemption Certificate from the Secretary of State?   |  |                |                |

Please provide 28 days' notice of collection.

**CHECKLIST**

| <b>I have</b>   | <b>Please tick</b> |           |
|---|--------------------|-----------|
|   | <b>Yes</b>         | <b>No</b> |
| <ul style="list-style-type: none"><li>• Enclosed a copy of my exemption certificate, if applicable.</li></ul>   |                    |           |
| <ul style="list-style-type: none"><li>• Enclosed a copy of Charity Registration Certificate or a letter from the Organisation of Charity authorising the collection on their behalf</li></ul> |                    |           |
| <ul style="list-style-type: none"><li>• Have you provisionally booked the collection dates by telephone to Licensing Department?</li></ul>  |                    |           |

**HOW WE USE YOUR PERSONAL INFORMATION**

The information provided by you will be used by Perth & Kinross Council to process your application and thereafter to keep you informed of any updates with regard to your application or licence.

Your information will be shared with Police Scotland in order to determine if you are a fit and proper person to hold a licence.

The Council may also check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

You should be aware that the names of individuals who hold this licence appear on a register which is available for public inspection

I declare that the particulars given by me on this form are true. I consent to the sharing of my personal information for the purposes set out above.

Signature of applicant/agent: .....

Date: .....

**It is an offence to make any statement in this application which you know to be false or to recklessly make any statement which is false in a material particular. Offences are punishable by a fine up to £1,000.**