



## **CRAWLEY BOROUGH COUNCIL – STREET COLLECTION APPLICATION**

1. Failure to complete this form in full is likely to result in delay in considering your application. This is a legal document and must be completed correctly. Failure to do so may result in the application being refused.
2. No guarantee can be given that any permit will be issued – applications are dealt with on a “first come first serve” basis.
3. Applications should be made a minimum of one month before the proposed activity.
4. The Council reserves the right to conduct a criminal records check on the applicant for a permit to determine they suitable to conduct a street collection and will determine whether to grant a permit.
5. No further permits will be granted to an organisation until a satisfactory return for every previous street collection by that organisation has been received by the Council and been properly accounted for and certified by a qualified accountant.
6. Only a promoter of a collection can apply for the permit. A collector must have written authority from the organisation, which must be a registered charity to take part in, assist in a collection or carry out a collection on their behalf.

If you have any difficulties in completing this form, please contact us:-

Street Collections (Taxi Licensing Department)

Telephone:- 01293 438944      email:- [taxis@crawley.gov.uk](mailto:taxis@crawley.gov.uk)

Crawley Borough Council  
Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

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# CRAWLEY BOROUGH COUNCIL

## Licensing Section, Crawley Borough Council



### APPLICATION FOR A STREET COLLECTION PERMIT

1. Full Name of Promoter Date of birth	
2. Address of Promoter	
3. Telephone Number & Email	
4. Name of charity or fund which is to benefit from the collection	
5. Registered charity only (Provide full details) Registration number	
6. Date of collection - First Choice - Second Choice	1.
	2.
7. Specific area to which the promoter desires the permit to relate (Specify Road(s)/location)	
8. If the promoter wishes to hold the collection with a procession State the streets involved and if stationary at any point, the locations	
9. Previous permit number if applicable  If yes, please give details.	
10. Have you ever been refused a Permit by any other Authority (Provide details if so)	



**IT IS A CRIMINAL OFFENCE TO BREACH THE STREET COLLECTION REGULATIONS**

Application is made for the grant of a street collection permit in accordance with the details set out above, which are true and correct to the best of my knowledge and belief. I will comply with the street collection regulations in force in the City, which I have read and understand. I am aware that it is necessary for me to send to the Council a Certified Statement of income and expenditure within 28 days, signed by a Certified Chartered Accountant of the collection taking place and that further permits are unlikely to be granted unless this has been completed and provided to the Council.

I understand that the Council will consult with relevant interested parties when considering this application for not less than 7 days.

I understand that this application does not convey me with the right to carry out street collections unless and until I receive formal confirmation that consent has been given.

I understand that consent and associated activities only apply in relation to the specified location(s)

I understand that consent to carry out a Street Collection will only be awarded in specific circumstances and where it is carried out on behalf of a registered charity who has provided evidence that they consent to such a collection taking place on their behalf.

I agree to provide accounts which have been properly Certified by a qualified accountant at the conclusion of any collection in accordance with local and legislative requirements.

Signature of Applicant\_\_\_\_\_ Date\_\_\_\_\_

PRINT NAME \_\_\_\_\_