

RAISING FUNDS FOR CHARITY AT THE BOURNEMOUTH WHEELS FESTIVAL

If you have hired a charity stand at the Bournemouth Wheels Festival, you may wish to take the opportunity to raise funds for the benefit of your organisation.

YOU WILL NEED A CHARITABLE COLLECTION PERMIT

1. To be able to accept donations on your stand and / or
2. To sell items for your Charity on your stand

IF YOU ARE RAISING MONEY ON BEHALF OF A CHARITY / ORGANISATION YOU MUST ATTACH WRITTEN AUTHORITY FROM THEM – APPLICATIONS WILL NOT BE PROCESSED WITHOUT ONE.

YOU DO NOT NEED A LETTER FROM THE CHARITY IF YOU WORK FOR THEM.

Please contact The Events Commercial Team on 01202 451742 or 01202 451195 or email events@bournemouth.gov.uk to book your charity stand before applying for a Charitable Collection Permit.

By completing this application form, you are agreeing to comply with the conditions set out below:

Conditions

- Collections are not permitted on a roaming basis - all money must be collected from a static point from within your stall.
- Permits must be clearly displayed on your stand at all times.
- Sealed collecting receptacles must be used - the name of the charitable organisation must be clearly indicated on the receptacle - this must be the same as the organisation stated on the permit.
- **All Returns (statement of amount collected) must be submitted within one month of the collection** - if no money is collected, a nil return must still be submitted.
- If you leave the Charity/Organisation after the collection has taken place, please make sure you have submitted a Return.

YOUR APPLICATION WILL NOT BE PROCESSED IF YOU HAVE AN OUTSTANDING RETURN FROM A PREVIOUS COLLECTION.

Please complete this application in full and after reading it thoroughly, sign the declaration at the end of the form. Please retain this page for your records.

APPLICATION FOR A CHARITABLE COLLECTION PERMIT AT THE BOURNEMOUTH WHEELS FESTIVAL

In pursuance of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 I hereby apply for a permit authorising me to promote a collection of which particulars are given below.

The Applicant

Please give details of the person who is applying for the permit – **this is the person who will be responsible for ensuring the collection is carried out in accordance with the Regulations and the conditions attached.**

The applicant is also the person responsible for submitting a statement of Return after the collection.

1. Full name _____
2. Residential address _____

3. Daytime telephone number _____
4. Email address _____
5. Date & place of birth _____
6. Have **you** ever been refused a permit to collect in aid of a Charity or organisation or ever had a permit revoked? **YES/NO**
If **yes**, please give details of circumstances _____

7. Have you made previous applications in Bournemouth? **YES/NO** If **yes**, when: _____

The Purpose

1. Full name of Charity/Organisation being promoted _____

Head Office address _____

Local address (if different from above) _____

2. Charity Registration number (if applicable) _____
3. How will the money raised be used? _____
4. Has your Charity/Organisation made previous collections in Bournemouth? **YES/NO**
If **yes**, when were they held? _____
5. Have you got written authority from the Charity/Organisation that you are intending to collect for? **YES/NO PLEASE ENCLOSE WITH APPLICATION FORM IF APPLYING ON BEHALF OF THE CHARITY**

The Collection

1. Is it proposed to collect anything other than money? **YES/NO**

If **yes** please give details _____

2. Is it proposed to sell anything (i.e. badges, flags, etc)? **YES/NO**

If **yes** please give details _____

4. Which Zone have you been allocated? _____

Checklist

Have you read the Conditions and retained the front page for your records? ☐

Have you attached written authority from the Charity/Organisation being promoted? ☐

Have you sent in your last return if you have held a previous collection in Bournemouth? ☐



Data Protection Legislation

The information that you provide will be used for the purpose of assessing your application for the promotion of Street Collections and may be disclosed internally to Public Protection (Licensing Section), Tourism and Corporate Communications (Events Management & Development), Councillors and Legal Services. The information may also be disclosed to the Police, Charity Commission, Audit Commission and other Local Authorities.

The Council may hold the information that you provide in both computerised and manual record systems. Information will be held and used in compliance with the Data Protection Act 1998. You are able to see a copy of the Council's Data Protection leaflet or visit the Council's website at www.bournemouth.gov.uk

Declaration

I hereby declare the information provided to be correct to my knowledge and undertake to adhere to the Regulations as to Street Collections which will be dispatched with the permit if this application is Granted.

I understand that the giving of false information may result in the refusal or revocation of a permit. I have received permission from the named Charity/Organisation to act on its/their behalf.

Signature of applicant _____

Date _____

Position held in the Charity/Organisation _____

PLEASE RETURN THIS APPLICATION FORM BY 2 MAY 2014

We regret that any applications received after this date will not be processed

**TO: Amanda Fry, Democratic Services, Bournemouth Borough Council, Town Hall,
Bournemouth, Dorset BH2 6DY**

If you would like any clarification in respect of this form, please call 01202 454935 or email amanda.fry@bournemouth.gov.uk