

**APPLICATION FOR LICENCE TO CARRY
ON A HOUSE TO HOUSE COLLECTION**



The **House to House Collections Act 1939** provides that ordinarily an application for a Permit shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection.

APPLICANT DETAILS:

Full Name: _____

Address: _____

Postcode: _____

Contact Tel. No.: _____

Email: _____

Date of Birth: _____

National Insurance No.: _____

Have you previously been granted a Collection Licence by Ashfield District Council: **Yes / No** (delete as applicable)

State the last Licence No. issued by us to you: **Licence No.:** _____

Have you (or any other party connected to this application) ever had a Licence refused / revoked: **Yes / No** (delete as applicable)

If "Yes", please state the reasons why: _____

CHARITY BENEFITTING FROM THE COLLECTION:

Full Name: _____

Address: _____

Postcode: _____

Contact Tel. No.: _____

Registered Charity No.: _____

If "exempt" from registration, please state so, and why: _____

Purpose of the Charity: _____

Are you a Member of the Charity: **Yes / No** (delete as applicable)

If "Yes", what position do you hold: _____

HOUSE TO HOUSE COLLECTION INFORMATION:

Where within the Ashfield District area will the proposed Collection take place:

Date(s) of the Collection:

No. of Collectors to be employed:

Will you collect money:

Yes / No (delete as applicable)

Will you collect property:

Yes / No (delete as applicable)

What type of property:

What will you do with the property:

Sell It / Give It Away / Use It (delete as applicable)

Are the entire proceeds to be paid over to the Charity:

Yes / No (delete as applicable)

If "No", state the purposes for any deductions:

How much will be deducted:

Will any persons be remunerated from the proceeds:

Yes / No (delete as applicable)

If "Yes", state who and how much they be remunerated:

ADDITIONAL MANDATORY REQUIREMENTS IN RELATION TO THIS APPLICATION:

(Please tick the boxes below to confirm that you have submitted the necessary additional documentation with your application)

If you are not a Member of the Charity, you must provide us with a letter or email from the Charity, stating that you are collecting on their behalf.

To evidence the purpose of the Charity, you must provide us with brief literature issued by the Charity detailing its objectives, and a copy of the latest Charity accounts.

If not submitted with this application, the documents have been emailed to: **licensing@ashfield.gov.uk**

That should a House to House Collection Licence be granted the collections must take place in strict confidence with the House to House Collection Regulations which I have read and fully understand

That you are required to submit a "certified form of statement" within 28 days of the collection taking place,

That you will attend, in person and bring with you any further documentation / information, any appointment with an Officer of this Authority, resulting from the submission of this application.



General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.

Under the GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA is a Data Controller for the information it holds about you. The Council will hold the information above provided by you for assessing your application. The lawful basis under which the Council uses personal data for this purpose is Public Task.

The information provided by you includes the following special categories of personal data:

- **Physical or Mental Health**
- **Genetic / Biometric data**
- **Criminal History (including motoring offences)**

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for a period of 6 years. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement: www.ashfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the address at the bottom of this form or by email to dpo@ashfield.gov.uk. If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

Declaration

I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge.

I understand that if I knowingly or recklessly make a false statement or omit any material particularly in giving information as part of this application I shall be committing an offence and will be liable for prosecution.

I confirm I have read the General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice above.

Signature of Applicant: _____ **Date:** _____

Please send your completed application and accompanying documents to:

Licensing Team, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottinghamshire, NG17 8DA, or by email to: licensing@ashfield.gov.uk

Should you require any assistance, please contact us either by email, or by telephone: 01623-457589.