

APPLICATION FOR A STREET COLLECTION PERMIT

Police, Factories, etc. (Miscellaneous Provisions) Act, 1916

Charities Act 1992 and the Charitable Institutions (Fund Raising) Regulations 1994.

APPLICANT

1. Title and Surname: Mr/Mrs/Miss
Other Names:
2. Full Postal Address of Applicant:.....
.....Postcode:
Telephone No.....
3. Date and Place of Birth:.....
4. Name of Organisation:
5. Does the organisation have a written constitution? YES/NO If YES, please supply a copy.
6. What is the composition of the Management Committee. Please supply details;
.....
7. Please supply an audited set of accounts for previous collection.
8. Are there any organisations/persons who can testify as to the competence of your organisation. YES/NO
If yes please supply details;
9. What is the previous experience of the person(s) running the project/organisation.
Please supply details;
10. What is the organisation's previous experience of similar work.
Please supply details;
11. You must enclose with your application the following documents;
 - a) A copy of any agreement or particulars of any contract with any Registered Charity/individual benefiting from this collection;
 - b) A copy of the current published accounts for any Registered Charity and/or any Registered Company undertaking or involved with this collection;
 - c) Copies of any literature about organisations or individuals who will benefit;
(if the above are not supplied it may not be possible for the authority to grant a permit)
12. If applying on behalf of a registered charity, quote Registration No.

13. Are you applying on behalf of a professional fund-raiser or Commercial Participator (as defined by the Charities Act 1992) YES/NO **If Yes, please quote full details**

Full Name of Company:.....

Company Regd. Number:..... Company Registered Address:.....

.....

Telephone No.....

CHARITY, ORGANISATION OR FUND TO BENEFIT:

14. Full Name & Address:.....

.....

15. Contact Person: Name: Tel No.....

16. Charity Registration Number:.....

(If unregistered or registration pending please state which).....

17. Objects of the charity, organisation or fund, which is to benefit

18. Name EACH place where collection is proposed, together with the DATES and Times when collection is proposed to be held. (NB "Neath", "Port Talbot", "Lliw Valley", etc are not acceptable. Please specify actual place etc.,)

PLACE	DATE	TIME (<i>start & finish</i>)

19. Approximately how many persons is it proposed to act as collectors in the Authority's area and subject of this application?.....

20. Is application being made for collection permits for the same purposes in other local authority areas? If so, in what authorities?.....

22. Is it proposed that any payment should be made out of the proceeds of the collection.

to collectors YES [] NO []

to other persons YES [] NO []

If YES, to whom and at what rates []

23. ALLOCATION OF PROCEEDS

Will the whole of the collection (100%) be applied for the beneficiary? YES/NO

If "No", state in general terms the amounts to be applied out of each £1

Wages Commission

Fund-raising expenses

Beneficiary:

24. Name, Address and Qualification of the Accountant who will be auditing the statements.
(if this information is not supplied, it may not be possible for the authority to grant a permit)

.....
.....

If Yes, please give full particulars:

.....
.....

25(a) Have you been convicted by any court of any offence (irrespective of whether the offence is spent or not) contrary to:

- (i) Section 5 of the Police, Factories(Miscellaneous Provisions)Act 1916? YES/NO
- (ii) The House to House Collections Act 1939? YES/NO
- (iii) Section 119 of the Civic Government (Scotland)Act 1982? YES/NO
- (iv) Part II of the Charities Act 1992 including the Charitable Institutions (Fund Raising) Regulations 1994? YES/NO

Do you want to receive a copy of your licence in Welsh YES/NO

I hereby apply for a licence authorising me to conduct a street collection. I certify that the details provided above are true to the best of my knowledge and belief. I also certify, to the best of my knowledge and belief, that the collectors to be employed are aged 16 and over and are fit and proper persons for the purposes of the collection specified.

I undertake to provide the local authority, within one month of the date of the said collection, with a statement of income and expenditure using the authority's prescribed form for this purpose, a copy of which will be provided at the same time as issue of any licence. I have read the Regulations and I undertake full responsibility for the control of the collection or sale being carried out in strict compliance with these Regulations.

I hereby authorise the local authority to make such checks as they consider prudent concerning this application and also to consult with the Police, the Charity Commission and other public agencies, if necessary, and in pursuance of such enquiries are authorised to disclose any information given therein.

WARNING Any person who, for the purposes of an application under the Police, Factories (Miscellaneous Provisions) Act 1916, knowingly or recklessly furnishes any information which is false, shall be guilty of an offence.

Signed: Date:
(applicant)

**THIS APPLICATION MUST BE RETURNED TO : LICENSING SECTION, CIVIC CENTRE
PORT TALBOT, SA13 1PJ.
e. mail licensing@npt.gov.uk
Tel No 01639 763050**

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I also declare that I have read and understood the licensing privacy notice attached.

**PLEASE ENSURE THAT YOU HAVE ENCLOSED THE ACCOUNTS AND AGREEMENTS AS REQUIRED
(see No's 7 & 11)**

OFFICIAL USE ONLY

DATE APPLICATION RECEIVED..... DATE APPROVED/REFUSED.....

Licensing Privacy Notice

1. In providing us with your personal information you hereby acknowledge that Neath Port Talbot County Borough Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).
2. The personal data which we collect from you via this form will be used by the Council (pursuant to it carrying out its various statutory and business functions) for the following purposes:
 - Hackney Carriage (taxis) and Private Hire Licences
 - Alcohol and entertainment licences, permits and notices
 - Gambling licences, permits and notices
 - Charitable collection licences and permits
 - Boats and Boatmen licences
 - Firework licences
 - Hairdresser registrations
 - Petroleum licences
 - Scrap Metal Dealer licences
 - Sex establishments and sexual entertainment venue licences
 - Stage hypnotism registrations
 - Street trading consents
 - Tattooing, Cosmetic Piercing, Acupuncture, Electrolysis registrations
3. As a Data Controller the Council is required under GDPR to inform you which of the Article 6 GDPR “Data Processing Conditions” it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions;
 - i. “The data processing is necessary for compliance with a legal obligation to which the controller is subject”. (Article 6(c) GDPR).
 - ii. “The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.” (Article 6(e) GDPR).
4. We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the Council) in accordance with data sharing arrangements which we have in place with those third parties
 - The Fire & Rescue Service
 - The Police
 - Disclosure & Barring Services
 - NHS local health boards
 - Immigration services
 - Foreign Embassies if you are a foreign national or have lived abroad
 - National Fraud Initiative
 - Department for Work & Pensions
 - HM Revenue & Customs
 - DVLA

- Other local authorities
5. The personal information collected from you on this form will be held by the Council for as long as the licence, permit, consent, notification exists or up to 6 years after it lapses.
 6. Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the Council being unable to provide you with a service and/or could render you liable to legal proceedings.
 7. We would inform you that under Article 21 GDPR you have the right at any time to object to the Authority about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.
 8. The Council will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.
 9. The Council will not use your personal data for the purposes of automated decision making.
 10. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:
 - i. The right of access to their personal data held by a data controller.
 - ii. The right to have inaccurate data corrected by a data controller.
 - iii. The right to have their data erased (in certain limited circumstances).
 - iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
 - v. The right to object to their data being used for direct marketing.
 - vi. The right to data portability (i.e. electronic transfer of data to another data controller).

Further information on all the above rights may be obtained from the Information Commissioner's website: www.ico.org.uk.

11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the Council's Data Protection Officer at the Directorate of Finance & Corporate Services, Civic Centre, Port Talbot, SA13 1PJ.
12. Please be advised that in the event that you make a request or a complaint to the Council's Data Protection Officer (see 9 above) and you are dissatisfied with the Council's response you are entitled to complain directly to the Information Commissioner's Office. Details of the Commissioner's Office contact details and further information on your rights may be obtained from the Commissioner's website – www.ico.org.uk.