

# Applying for a Charity Street Collection

If you would like to collect money or sell items for charity on the street you will require a street collection permit. Please see below some information to help you in applying for your collection:

## Can I apply?

In order to apply for a charity street collection in Bolton, you must be registered with the Charities Commission and/or be a charitable organisation based within the Borough of Bolton.

Due to restrictions on the number of collections held within the Bolton area, each charity is permitted one collection, per year, per area.

## When to apply

As charitable applications go through a series of procedures to ensure the validity of the collection, the earlier the better. You must give at least 28 days notice. Please note you can only apply for your collections singularly (one at a time)

## How to apply

Completing the attached form and emailing your application to [licensing.unit@bolton.gov.uk](mailto:licensing.unit@bolton.gov.uk). Forms and guidance are also available via the Downloads tab on the webpage

## What information to provide

- Please complete all sections of the form fully
- If you are applying for a Street Collection where you have not collected in the Bolton area previously—you will also be required to submit the below with your application
  - ⇒ Literature about the organisation;
  - ⇒ Copy of published accounts for the last two years;
  - ⇒ Copy of statement of accounts from the last three or four collections carried out (including collections held in other Licensing Authority areas);
  - ⇒ Letter from the charitable organisation authorising you to undertake a collection on their behalf, if you are not an official of the charitable organisation; and
  - ⇒ An agreement or contract details with any registered charity or individual benefiting from this collection.
- Details of where you intend to collect.
- The name, address and qualification of who will sign your returns form

## What happens next?

If any further information is required from you, you will be contacted in due course by a Licensing Officer. The application, once completed, is reviewed once approved a permit and return form will be issued.

## During my collection

As the applicant, you are considered the 'promoter' of the collection. You must ensure that each collector is a good and responsible person over the age of 16 years, that all relevant by-laws are adhered to by all persons involved in the collection and that the monies are handled and returned in a safe and fair way.

Please note Town Centre collections are subject to to Bolton Town Centre – Public Spaces Protection Order <https://www.bolton.gov.uk/downloads/file/1917/bolton-town-centre-public-spaces-protection-order-2019>

## After my collection

You must submit your return form within one month following your collection.

Once the form has been submitted, you may then book a further collection in the Bolton area. Kindly note, each organisation is permitted one collection per year in each area.

Bolton Council's Charity Collection Policy was approved in August 2014; this policy provides information on the principals applied to all charity collections in Bolton. A copy of the Councils Charity Collections Policy is available on the Councils website at [www.bolton.gov.uk/website/pages/Streetcollectionlicence](http://www.bolton.gov.uk/website/pages/Streetcollectionlicence)

Date received:

## Application for a Street Collection Permit

Please complete this form in block capitals and in black ink

**1. Full name of Society, Charity, Organisation, etc:**

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**Charity Commission - Registered Charity Number:**

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**2. Office Address:**

<b>Email:</b>	
<b>Postcode:</b>	<b>Telephone Number:</b>

**3. Full details of applicant (This is the person deemed "the promoter" of the collection):**

<b>Surname:</b>		<b>Forenames:</b>
<b>Title*</b>	<b>(Mr/Mrs/Ms etc):</b>	<b>Date of Birth:</b>
<b>Details of your connection to the Society, Charity, Organisation:</b>		

**4. Home Address:**

<b>Email:</b>	
<b>Postcode:</b>	<b>Telephone Number:</b>

**5. If you are a representative of a private business or organisation please complete this section:**

**Company Name:**

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**Company Address:**

<b>Email:</b>

Postcode:	Telephone Number:
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6. If you have permission to collect on behalf of the Society, Charity or Organisation, specified above, but you are not an official of the charity, you must submit with this application form a letter from the Society, Charity or Organisation authorising you to collect on their behalf. Please confirm this is authorisation is enclosed and who in the Charity etc has provided this and their position:

7. If you do not have permission to collect on behalf of the Society, Charity or Organisation, specified above please explain why?

8. State the full particulars of the charitable purpose to which the proceeds of any collection or sale are to be applied to. Please continue on an additional sheet if requires and provide any supporting charity literature:

9. Is the proposed collection or sale to be held in connection with a procession?

Yes	No
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10. If the collection or sale is to be in connection with a procession, please give details of the Route and composition of the procession:

11. State preferred date(s) of proposed collection/sale

12. Between what hours do you propose the collection/sale to be made?

From:	To:
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13. In what specific areas is the proposed collection/sale to take place?

Please select from the below areas, kindly note that each organisation is one permitted one collection per area, per year

- Blackrod
- Farnworth
- Horwich
- Kearsley
- Little Lever
- Bromley Cross/Harwood/Turton
- Astley Bridge
- Bolton Town Centre
- Bolton Market Charity Stall

**14. How many collectors/helpers are there expected to be?**

Collectors

**15. A certified return must be completed for every permit issued for a Street Collection or sale. (See 'Guide to Applicants' for full details.) It must be signed by a qualified accountant or equivalent, who is not connected to the sale/collection. No permit will be issued to any applicant that has failed to forward the financial return in respect of previous collections.**

Name of Bank

Address of Bank

Name on the Bank Account

Name and Qualification of person who is to sign the Certified Return

Address & Postcode

Telephone Number

**Declaration**

I DECLARE that to the best of my knowledge and belief the answers given above are true. If a street collection permit is granted I undertake, as promoter, to comply with the Byelaws and Conditions attached to the permit.

I UNDERSTAND THAT

- (i) All money collected must be placed in sealed numbered collecting boxes
- (ii) No collector shall be paid
- (iii) Not more than two collectors may stand together. A collector, or two collectors standing together, must not be closer than 25 metres to other collectors.

Usual Signature of Applicant ..... Date: .....