|  |  |
| --- | --- |
|  | Falkirk Council Licensing Unit  Foundry  4 Central Park  Central Boulevard  Larbert  FK5 4RU  Telephone: 01324 501575  E- mail: licensing@falkirk.gov.uk |

**Civic Government (Scotland) Act 1982**

**Application for permission to hold a Public Charitable Collection**

**Law Reform (Miscellaneous Provisions) (Scotland) Act 1990**

1. All relevant questions must be answered in block letters or typescript.
2. Failure to fully and accurately complete any section (in particular question 4) of the application form and failure to submit the necessary supporting documentation may render it void.

**Before completing the application please read the guidance notes on:-**

**(i) Applying for a public charitable collection.**

**(ii) Completing an application form for a public charitable collection.**

**SECTION 1**

**Question 1**

To be completed by the organiser of the collection for a charitable cause.

|  |  |
| --- | --- |
| (a) Full Name |  |
| (b) Private Address (including postcode) |  |
| (c) Date of Birth |  |
| (d) Town and Country of Birth |  |
| (e) E-mail Address |  |
| (f) Mobile Telephone Number |  |
| (g) Work Telephone Number |  |
| (h) Home Telephone Number |  |
| (i) Particulars of the charitable purposes to which the proceeds of the collection are to be applied. |  |

**Question 2**

To be completed only if the application is to benefit a charitable organisation.

|  |  |
| --- | --- |
| (a) Full name and address of charitable organisation (including postcode) |  |
| (b) Is the organisation registered as a Scottish Charity by the Inland Revenue Under Part 1 of the above 1990 Act? | YES/NO |

To be completed in respect of the person applying on behalf of the organisation.

|  |  |
| --- | --- |
| (a) Full Name |  |
| (b) Private Address (including postcode) |  |
| (c) Date of birth |  |
| (d) Town and Country of Birth |  |
| (e) E-mail Address: |  |
| (f) Mobile Telephone Number |  |
| (g) Work Telephone Number |  |
| (h) Home Telephone Number |  |
| (i) Designations of person applying on behalf of organisation. |  |

**Question 3**

|  |  |
| --- | --- |
| Has the applicant or, to the knowledge of the applicant anyone associated with the promotion of the collection been refused a permission under the Act, or had a permission revoked? If yes, give details including the name of the Licensing Authority and date of refusal or revocation. | YES/NO\* |

**Question 4**

|  |  |
| --- | --- |
| Does any of the persons named in sections 1 or 2 above have any current convictions, conditional offers and or fixed penalties recorded against them. | YES/NO\* |

\*If yes disclose all current convictions, conditional offers and or fixed penalties.

Failure to disclose all current convictions etc will result in the application being returned to the applicant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Name | Court | Offence | Sentence/Penalty |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SECTION 2**

**Question 5**

Type of collection required - Street collections are normally only permitted on Saturdays except in exceptional circumstances. House to House Collection dates are allocated on a weekly basis from Sunday to Saturday inclusive.

(a) Collection Area(s) / Street location(s) (if multiple, please list below **all** areas):

|  |  |
| --- | --- |
| (b) Type of collection (please circle) | Street Collection / House to House\* |

**\***If a street collection, what date do you intend?

\*If a House to House collection, please fill out below

|  |  |
| --- | --- |
| **FROM** Date: |  |
| **TO** Date: |  |

(c) If you wish to collect at Falkirk Football Stadium you are required to provisionally obtain authorisation from the stadium by letter and submit this with the application.

|  |  |
| --- | --- |
| Falkirk Football Stadium | YES/NO\* |
| \*If yes, provisional authorisation date. |  |

If you wish to collect in the Howgate Centre, Falkirk you should contact them direct on 01324 631985 permission is not authorised by Falkirk Council.

(d) Additional relevant information:

**Question 6**

Details of collection

|  |  |
| --- | --- |
| (a) How many collectors will be there? | (b) How will the collectors be recruited? |
|  |  |
| (c) How will the collectors be identified to show authorisation? | (d) Confirm what will be used for the purposes of collection, e.g., collection boxes, envelopes. |
|  |  |
| (e) Is it proposed that remuneration should be paid out of the proceeds of the collection:  (ii) to collectors?  (iii) to other persons? | (f) If remuneration is to be paid, confirm exact details of amounts to be paid, to whom, and for what purpose, e.g., meals, fares etc. |
|  |  |
| (g) Who is responsible for the security of the money, both during and after the collection? | (h) What provisions are made for safekeeping of the money, both during and after the collection? |
|  |  |

**Question 7**

Website details if applicable of where we can view on-line your organisations trust deed and most recent statement of accounts if applicable:

**SECTION 3**

**Question 8**

CHECKLIST OF PAPERWORK SUPPORTING THIS APPLICATION

The following relevant documentation must be submitted with the application otherwise the application will not be accepted.

|  |  |
| --- | --- |
| **I confirm that I have enclosed the following.** | **Submitted** |
| (a) Photographic identification |  |
| (b) Proof of address |  |
| (c) Letter of authorisation from the charitable cause or organisation |  |
| (d) Copy of the trust deed or other document constituting the charitable organisation. |  |
| (e) Copy of the charitable organisation’s most recent statement of accounts and advising when the charitable organisations accounting period ends |  |
| (f) Letter of authorisation from Falkirk Football Club |  |

**SECTION 4**

I declare that the particulars given by me on this form are true and I hereby make application to Falkirk Council for the permission to hold a public charitable collection.

Date:

Signature of applicant/agent:

Or agents address:

**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 within this authority for the prevention and detection of fraud.  It may also share this information with other bodies administering public funds solely for these purposes.**

N.B. Any person who in, or in connection with, the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material matter shall be guilty of an offence and liable, on summary conviction, to a fine.

Your privacy is important to us. You can find out how we deal with your personal information here <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>