

For Office Use	
Licence No.	
Officer	
Date Approved	
Licence Issued	

The Licensing Authority
 Scarborough Borough Council
 Town Hall
 St Nicholas Street
 Scarborough
 YO11 2HG



A great place to live, work & play

The Police, Factories, Etc. (Miscellaneous Provisions) Act 1916
 House to House Collections Act 1939
 Please complete in **BLOCK CAPITALS** and **BLACK INK**

Application for a House to House Licence

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION

The Licensing Authority operates a diary system to administer collections; therefore the applicant is encouraged to contact the Licensing Authority before submitting an application in order to check the available dates for any collection. Dates cannot however be reserved.

Applications must be received no later than the first day of the month preceding that in which the collection is proposed. In order for the necessary checks to be carried out for the permit to be issued, it is advised that applications are submitted a minimum of 3 months before the proposed date of collection. Any applications received less than the 28 days before the proposed first date of collection will be declined.

The following information must be submitted with the application:

- Literature about the organisation including the objectives of the charitable cause. Where the collection is for a local cause, full details of that cause or event.
- 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 organisation; and
- An agreement or contract details with any registered charity or individual benefiting from this collection.

I hereby apply for a permit/licence authorising me to promote a collection in accordance with the Police, Factories, Etc. (Miscellaneous Provisions) Act 1916 or House to House Collections Act 1939

Title			
Forename			
Surname			
Your date of birth	Day	Mth	Yr
Address			
	Town		Post Code
Telephone Number			
Email Address			

Previous Applications

Have you or any person in or associated with this application, previously applied for a similar permit or registration?	No	<input type="checkbox"/>
	Yes – application granted	<input type="checkbox"/>
	Yes – application granted and revoked	<input type="checkbox"/>
	Yes – application refused	<input type="checkbox"/>

Convictions

Have you or any person named in or associated with this application, been convicted of any crime or offence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Declaration

I hereby declare the above information to be correct to my knowledge and undertake to adhere to Scarborough Borough Council’s House to House Policy attached to this application

I hereby agree that Scarborough Borough Council may make enquiries of the Police concerning my application and I understand that disclosure will be in accordance with Rehabilitation of Offenders Act 1976.

I hereby agree to complete and return the Statement of Income and Expenditure to Scarborough Borough Council within one month after the collection

Using your personal information
We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at www.scarborough.gov.uk/gdpr or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email dataprotection@scarborough.gov.uk).

Checklist – I have enclosed the following:**Please tick**

Literature about the organisation including the objectives of the charitable cause. Where the collection is for a local cause, full details of that cause or event.	
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 organisation; and	
An agreement or contract details with any registered charity or individual benefiting from this collection.	
Applicants Signature	
Date	