

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



A great place to live, work & play

Street Collection Permit Application Pack

**Please read the Guidance Notes &
Policy before completing your
application**

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



A great place to live, work & play

Scarborough Borough Council's Street Collections Policy

Approved by Licensing Committee: 15 September 2014
Approved by Cabinet: 18 November 2014
Approved by Council: 12 January 2015

1. INTRODUCTION

- 1.1 The Licensing Authority is empowered under Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 to license collections made in 'any street or public place' for 'charitable or other purposes'.
- 1.2 Any person who intends to either collect money or sell articles in aid of a charity or for other purposes in a street or public place, to which the general public have access, requires a permit from the Licensing Authority.
- 1.3 'Street' is defined as including any highway and any public bridge, road, lane, footway, square, court, alley, or passage, whether a thoroughfare or not.
- 1.4 The definition of a 'public place' includes anywhere that the public has un-restricted access. This includes but is not limited to areas such as parks, car parks, shops (including frontages), public houses and shopping centres.
- 1.5 The Charitable Collections (Transitional Provisions) Order 1974 sets out model street collections regulations which have been adopted by the Licensing Authority.

2. AIMS

- 2.1 The aims of the Licensing Authority in respect of the licensing of charitable collections are to:
 - Safeguard the interests of both public donors and beneficiaries;
 - Facilitate well organised collections by bona fide charitable institutions and to ensure that good standards are met; and
 - Prevent unlicensed collections from taking place.

3. OBJECTIVES

- 3.1 In order to achieve its aims in respect of licensing of charitable collections, the Licensing Authority has identified the major issues and sought to tackle them through this Policy with the intention of:
 - Ensuring impartiality and fairness in determining applications;
 - Accommodating all eligible requests, subject to capacity, and bearing in mind that certain days and locations are especially popular;
 - Providing equality of opportunity for potential collectors;
 - Avoiding causing undue nuisance to the public;
 - Setting fair maximum limits for an individual applicant;

- Achieving a fair balance between local and national causes; and
 - Forming links and improving communications with other organisations with a direct or indirect involvement in the licensing and administration of charitable collections such as North Yorkshire Police, Trading Standards, the Charity Commission, Parish Councils and local charitable institutions, etc.
- 3.2 This Licensing Authority recommends that all organisations adhere to the Institute of Fundraising's Code of Fundraising Practice. A copy of this code of practice can be found at www.institute-of-fundraising.org.uk

4. GENERAL PRINCIPLES

- 4.1 Charities must be registered with the Charity Commission or be a charitable organisation based within the Scarborough Borough Council area.
- 4.2 Street collections for organisations such as trade and student unions, political organisations, pressure and lobby groups, sects and cults shall not normally be permitted.
- 4.3 No guarantee can be given that an organisation's preferred date(s) shall be allocated to that organisation. If the Licensing Authority is unable to allocate the preferred date, where possible any alternative dates submitted on the application form shall be offered.
- 4.4 In general, organisations shall not be permitted to hold more than six collections throughout the District or part thereof during one calendar year. In addition permits shall normally be issued for a maximum period of one week, with the exception of the Royal British Legion's Poppy Appeal which shall be permitted a maximum of two weeks. In addition the Saturday immediately proceeding Remembrance Sunday shall be reserved for the Poppy Appeal.
- 4.5 Where a permit is issued for more than one day, applicants shall be expected to collect on all days specified on the permit. Alternatively they may contact the Licensing Authority to amend the permit in order to allow other collectors to apply for these dates. Where an organisation fails to use their allocated date(s) and has failed to amend their permit, future applications may be refused. Future applications may also be refused from organisations who fail to notify the Licensing Authority that an authorised collection has been cancelled.
- 4.6 Wherever possible, two or more organisations shall not be permitted to collect in the same locality on the same day. However, a permit may be issued for a site within that locality whilst another collection is taking place in another part of that locality.

- 4.7 Localities where permits shall be granted are:
- Scarborough
 - Whitby
 - Filey
 - Outlying villages
- 4.8 Where two or more organisations wish to collect in the same part of the locality, then consent shall be required from the original organisation. This consent must be in writing either by e-mail or letter to the Licensing Authority.
- 4.9 However, with the exception of the above, the Licensing Authority may issue a permit where the charity or organisation collecting is just passing through the locality e.g. on a sponsored walk or ride etc.
- 4.10 Where a collection is to be conducted on private land or premises such as a supermarket (or any other private place where the public has unrestricted access), prior written authorisation from the proprietor or management of that premises must be submitted with the application. Collections conducted on private premises do not count towards an organisation's total number of permissible collections in a calendar year.
- 4.11 Applications made more than six months in advance shall not be considered, with the exception for events that in the opinion of the Director of Service Delivery justify the need for a permit to be issued more than six months in advance. Events falling within this exemption may apply for a permit a maximum of fourteen months in advance of the collection date(s).
- 4.12 No payment must be made to any collector, or to any other person connected with the promotion or conduct of the collection, indirectly or directly, out of the proceeds of the collection without the approval of the Licensing Authority. In general, payments to collectors are discouraged as it is contrary to the objective of maximising income to charitable institutions. Reimbursement of reasonable expenses is generally accepted provided that it is within an acceptable overall proportion of the total collected. All collections shall be considered on an individual basis but all payments shall be subject to agreement with the Licensing Authority in advance.
- 4.13 Where there is any concern or where Officers consider necessary the application may be referred to the Licensing Sub-Committee for determination.
- 4.14 The applicant must forward a financial return form to the Licensing Authority within one month of the date of the collection showing details of the monies collected. No permit shall be issued to any organisation

that has failed to forward the financial return form in respect of previous collections.

- 4.15 All of the matters contained within these principles shall be at the discretion of the Director of Service Delivery or Licensing Manager.

5. APPLICATION PROCEDURE

- 5.1 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.
- 5.2 Applications are to be made in writing on the form provided by a named individual who is directly concerned in organising the street collection. A permit shall only be issued in the name of that person ("the promoter") who shall be responsible for ensuring compliance with the relevant Acts, Regulations, this Policy and for ensuring that the requirements of the Regulations with regard to the distribution of the proceeds and the submission of returns are complied with. Failure to comply may prejudice any future application by the promoter of the body he/she represents.
- 5.3 Completed applications must be submitted with a letter (no more than two months old at point of application) from the organisation authorising the applicant to undertake a collection on their behalf (unless the applicant is also an official of the organisation). In addition the organisation must acknowledge in the letter that they shall send the Licensing Authority a receipt of all monies received from the collector within one month of the date of the collection.
- 5.4 Applications must be received no later than 28 days before the date of the proposed collection. 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 three months before the proposed date of collection. Any applications received less than the 28 days before the date of collection will normally be refused.
- 5.5 Applications shall be considered on receipt and, where appropriate, additional information may be requested from the applicant to assist in determining the application. The failure to provide adequate information in the application form or upon request shall result in a refusal or a delay in consideration until any outstanding information has been provided.
- 5.6 Applications will be considered by the Licensing Authority on their respective merits and the Licensing Authority will either:
- (a) Issue a permit specifying the requested date and location; or

(b) Refuse to issue a permit.

- 5.7 There are no restrictions as to the grounds for refusing an application for a street collection permit and there is currently no right of appeal against a decision of the Licensing Authority to refuse or revoke a licence for a collection.
- 5.8 During the collection, the promoter must not allow anyone to collect money, or sell goods, unless they have been given written authority. The promoter must ensure that all people acting as collectors are fit and proper persons and comply with any appropriate legislation.
- 5.9 As soon as possible after the date of any collection (no later than one month after the collection), the promoter must forward to the Licensing Authority a financial return form showing details of the monies collected as prescribed by the regulations.

6. CONTACT DETAILS

- 6.1 Anybody wishing to contact the Licensing Authority with regard to this Policy can do so as follows:

In writing to Licensing Services
 Scarborough Borough Council
 Town Hall
 Scarborough
 North Yorkshire
 YO11 2HG

By email to licensing.services@scarborough.gov.uk

By telephone 01723 232323

By fax 01723 365280

Application for a Street Collection Permit



A great place to live, work & play

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

The Police, Factories, Etc. (Miscellaneous Provisions) Act 1916 House to House Collections Act 1939

PLEASE READ THE GUIDANCE NOTES & POLICY BEFORE COMPLETING THIS APPLICATION

Please complete this form and after reading the guidance notes and attached Regulations thoroughly, sign the declaration and return to the address above. Please complete in BLOCK CAPITALS and BLACK INK.

Applications will only be considered for Charities which are registered with the Charity Commission or be a charitable organisation based within the Scarborough Borough Council area.

Applications must be received no later than 28 days before the date of the proposed collection. 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 three months before the proposed date of collection. Any applications received less than the 28 days before the date of collection will normally be refused.

Applications for a proposed street collection made more than 6 months in advance will not be considered with the exception of applications for events that in the opinion of the Head of Service Delivery justify the need for a permit to be issued more than 6 months in advance and national campaign weeks

All application forms must be accompanied by a letter from the charity or organisation being promoted stating the charity/organisation authorises the applicant to collect and must include the following information:-

- ✓ **The full name and address of the applicant stated in the application form**
- ✓ **The date of the proposed collection**
- ✓ **The letter must be dated no more than 2 months prior to the date your application is submitted to the Licensing Authority**
- ✓ **The charity must also acknowledge in the letter that they will send the Licensing Authority a receipt of all monies received from the collector within 1 month of the date of the collection**

I hereby apply for a permit 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 | Month | Year |
| Address | | | |
| | Town | Post Code | |
| Telephone Number (s) | | | |
| Email Address | | | |

All information must be completed in full

| Details of the Organisation/Organisation | |
|--|--|
| If collecting under the name of an organisation, what is your position within the said organisation? | |
| Name and full address of organisation | |
| Website address of the charity and/or organisation | |
| Registered Charity Number | |
| Name of Secretary or Chief Officer | |
| Name and full address of Charity or object to which the proceeds of the collection are to be devoted | |

| Details of the collection | | |
|--|--------|--------|
| Proposed date(s) of collection – <i>Maximum of 7 consecutive days only</i> | | |
| Two alternative dates ₍₄₎ | Date 1 | Date 2 |
| Exact location of the proposed collection i.e. Name of Town and Street Name(s) – <i>If collecting in more than one place please give the dates you intend to collect in each location.</i> <u>Applications which state “Whole Borough” will be returned</u> | | |

| | |
|--|--|
| <p>If you are collecting in Scarborough Town Centre you must notify the Town Centre Advertising Team on 01723 232323 or email: towncentreadvertising@scarborough.gov.uk Please confirm you have done this.</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Hours during which proposed collection is to take place</p> | |
| <p>How do you propose to collect? (Separate permission must be obtained for stalls and processions)</p> | <p>Procession <input type="checkbox"/> Stall <input type="checkbox"/> Stationary <input type="checkbox"/></p> |
| <p>Number of Collectors?</p> | |
| <p>Do you propose to make any deductions from the collection or sale?</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>If yes, state for what purpose together with an estimate of the sum to be deducted</p> | |
| <p>Do you propose to collect anything other than money? If yes please specify</p> | |
| <p>Previous Applications</p> | |
| <p>Have you or any person in or associated with this application, previously applied for a similar permit or registration?</p> | <p>No <input type="checkbox"/> Yes – application granted <input type="checkbox"/> Yes – application granted and revoked <input type="checkbox"/> Yes – application refused <input type="checkbox"/></p> |
| <p>If refused or revoked, please provide further information</p> | |
| <p>Convictions</p> | |
| <p>Have you or any person named in or associated with this application, been convicted of any crime or offence?</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |

Declaration

I hereby declare the above information to be correct to my knowledge and undertake to adhere to Scarborough Borough Council's Street Collection Regulations and House 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 understand that I may be liable for prosecution if I have knowingly or recklessly made a false statement or omitted any material particular to this application

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

Please tick ✓

I have enclosed a letter from the charity/organisation authorising my collection

I have read the Guidance Notes and Street Collection Policy

**Applicants
Signature**

Date

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).



STREET COLLECTION REGULATIONS

Charitable Collections (Transitional Provisions) Order, 1974

In pursuance of Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, as amended by Section 251 and Schedule 29 to the Local Government Act 1972, Scarborough Borough Council hereby makes the following regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within the Borough of Scarborough to collect money or sell articles for the benefit of charitable or other purposes:-

1 In these Regulations, unless the context otherwise requires:

"collection" means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word "collector" shall be construed accordingly;

"promoter" means a person who causes others to act as collectors;

"the Licensing Authority" means the Licensing Authority of Scarborough Borough Council;

"permit" means a permit for collection;

"contributor" means a person who contributes to a collection and includes a purchase of articles for sale for the benefit of charitable or other purposes;

"collecting box" means a box or other receptacle for the reception of money from contributors.

2 No collection, other than a collection taken at a meeting in the open air, shall be made in any street or public place within the Borough of Scarborough unless a promoter has obtained a permit from the Licensing Authority.

3 Application for a permit shall be made in writing not later than one month before the date on which it is proposed to make the collection. However the Licensing Authority may reduce the period of one month if satisfied that there are special reasons for so doing.

4 No collection shall be made except upon the day and between the hours stated in the permit.

5 The Licensing Authority may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.

6 (a) No person may assist or take place in any collection without the written authority of a promoter.

(b) Any person authorised under paragraph (a) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the Licensing Authority or any constable.



- 7 No collection shall be made in any part of the carriageway of any street that has a footway. However, the Licensing Authority may, if it thinks fit, allow a collection to take place on the said carriageway where such collection has been authorised to be held in connection with a procession.
 - 8 No collection shall be made in a manner likely to inconvenience or annoy any person.
 - 9 No collector shall importune any person to the annoyance of such person.
 - 10 While collecting -
 - (a) a collector shall remain stationary ; and
 - (b) a collector or two collectors together shall not be nearer than 25 metres to any other collector/s.
- However, the Licensing Authority may, if it sees fit, waive the requirements of this Regulation in respect of a collection, which has been authorised to be held in connection with a procession.
- 11 No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector.
 - 12
 - (a) Every collector shall carry a collecting box.
 - (b) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.
 - (c) All money received by a collector from contributors shall immediately be placed in a collecting box.
 - (d) Every collector shall deliver, unopened, all collecting boxes in his/her possession to a promoter.
 - 13 A collector shall not carry or use any collecting box, receptacle or tray that does not prominently display the name of the charity or fund, which is to benefit nor any collecting box, which is not duly numbered in accordance with Regulation 12(b).
 - 14
 - (a) Subject to paragraph (b) below a collecting box shall be opened in the presence of a promoter and another responsible person.
 - (b) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank.



- (c) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list, which shall be certified by that person and witnessed by a responsible person.
- 15
- (a) No payment shall be made to any collector.
 - (b) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of, services connected therewith, except such payment as may have been approved by the Licensing Authority.
- 16
- (a) Within one month after the date of any collection the person to whom a permit has been granted shall forward to the Licensing Authority -
 - (i) a Statement of Income and Expenditure provided by the Licensing Authority showing the amount received and the expenses and payments incurred in connection with such a collection. This shall be certified by the applicant and either an accountant or an independent responsible person acceptable to the Licensing Authority who shall be a person of good standing within the community with financial experience;
 - (ii) a list of collectors;
 - (iii) a list of the amounts contained in each collecting box;
 - (iv) and shall, if required by the Licensing Authority, satisfy it as to the proper application of the proceeds of the collection.
 - (b) The applicant shall within the same period and, after submitting the prescribed Statement of Income and Expenditure, EITHER
 - (i) Publish a notice on the Charity's website indicating the following;
 - the name of the person to whom the permit has been granted;
 - the area to which the permit relates;
 - the name of the Charity or fund to benefit;
 - the date of the collection;
 - the amount of the collection;
 - the amount of the expenses and payments incurred in connection with such collection; OR
 - (ii) Subject to Scarborough Borough Council's approval, publish the above information as stated in 16(b)(i) above on the Council's website.



- (iii) Where, however, the collection in which the total amount collected exceeds £500, the applicant shall within the same period at their own expense after submitting the prescribed statement of Income and Expenditure, publish in a local newspaper within the collection area, a Notice detailing the information as listed in 16(b)(i) above.
- (c) The Licensing Authority may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraphs (a) and (b) above.
- 17 These regulations shall not apply: -
- (a) in respect of a collection taken at a meeting in the open air, or
- (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.
- 18 Any person who acts in contravention of any of the foregoing regulations shall be liable on summary conviction to a fine not exceeding fifty pounds (£50) for each offence.
- 19 The above Regulations were approved at the Licensing Committee on 19 March 2007 and were adopted by the Scarborough Borough Council by a resolution dated 14 May 2007.

These Regulations shall come into operation upon the expiration of the period of one month beginning with the date on which they are confirmed by the Secretary of State and all other Street Collection Regulations in the Borough of Scarborough are hereby repealed with effect from the date on which these Regulations come into force.

Dated this 11 day of November 2007.

The Common Seal of
SCARBOROUGH BOROUGH COUNCIL
was hereto affixed in the presence of:

Authorised Officer

Lisa Dixon

PriricioalLawver





The Minister for the Cabinet Office this day confirmed the foregoing Regulations and directed that the same should be published by the insertion of the announcement in 2 successive issues of 2 newspapers circulating in the Borough of Scarborough stating that such Regulations have been made and confirmed and that copies can be obtained on application to the Licensing Authority, Scarborough Borough Council, Town Hall, Scarborough, YO11 2HG.

Cabinet Office
35 Great Smith Street
London
SW1P 3BQ

Dated: 15th June 2015

A handwritten signature in cursive script, reading 'Phil Hope', written over a horizontal dotted line.

Phil Hope
Minister for the Third Sector



Street Collections - Guidelines for Street Collection Applicants

Permits for street collections are granted by the Local Authority under the provisions of the Police, Factories etc (Miscellaneous Provisions) Act, 1916 as amended by the Charitable Collections (Transitional Provisions) Order, 1974 as adopted by Scarborough Borough Council.

Any collection to be undertaken in a street or a public place requires a street collection permit. Definitions of a "street" and "public place" as follows:

'Street' means any highway and any public bridge, road, lane footway, square, court, alley or passage, whether a thoroughfare or not. Some collectors attempt to bypass the Street Collections Regulations by claiming that their collectors are on "private property" and, therefore, do not need a permit. The arguments usually put forward are that the area between a pavement and a shop door is neither a street or a public place, and so a collector standing needs only the permission of the shop's management. This is incorrect as such areas are "public places" as discussed below.

"Public place" means anywhere that the public have unrestricted access. This includes areas such as parks, car parks, shop frontages and shopping centres. If in doubt promoters should contact Licensing Services.

It is an offence to conduct a street collection in any street or public place within the Scarborough Borough Council area without the benefit of a permit. Application forms and statements of Income and Expenditure forms are available from Licensing Services, Scarborough Borough Council, Town Hall, St Nicholas Street, Scarborough YO11 2HG. Applicants are reminded to submit relevant documents and accounts in accordance with the Regulations and are reminded to ensure that Regulation 16 with regard to advertising collections is complied with.

It is not the policy of this Council to permit more than one organisation to collect in the same area on the same date although every endeavor will be made to meet the requirements of individual organisations. It would be appreciated if applicants could be specific in identifying the areas of the Borough in which they wish to collect if they are not proposing to collect throughout the whole Borough.

In order to allow as many organisations as possible an opportunity of collecting, no individual organisation will normally be granted more than two collections per calendar year.



Collections on Saturdays are particularly popular. Organisations are, therefore, asked to identify alternative days for collections in the event that the stipulated days are not available.

Applicants for collections to be held in conjunction with carnival processions, bed pushes, standing displays, vehicles etc, are reminded that it does not suffice to obtain a street collection permit only. The co-operation of the North Yorkshire Police and the Council's Highways Section should also be sought for events of this nature.

The use of animals in conjunction with street collections is discouraged. However, consideration will be given to the use of guide dogs on request.

The issue of a street collection permit **does not** entitle the holder to collect in private or business premises without the consent of the management. In this connection, applicants are reminded that the Brunswick Pavilion and Balmoral Centre are privately owned.

The sale of articles, magazines etc in a public place for charitable purposes constitutes a street collection for which a permit would be required.

Please note that deductions for travel expenses to and from the place of collection are **not** normally allowed.

In accordance with the Regulations, it is necessary for a statement of Income and Expenditure (certified by the applicant and either an accountant or a person of good standing within the community with financial experience), a list of collectors and amounts collected to be submitted to the Licensing Authority within one month of the date of the collection. In addition, applicants should note the advertising requirements as stated in Regulation 16. The notification must be published on either the Society's website or on the Council's website. If the notification is to be published on the Council's website, prior approval must be given by the Council. If the collection exceeds £500 please ensure a copy of the advert is submitted to the Licensing Authority.

If you are not a member of the organisation for which you are proposing to collect, you must first obtain from them, approval to you holding a collection on their behalf. Written confirmation from the organisation to this effect must accompany the completed application form.

STREET COLLECTION FINANCIAL STATEMENT

Name of the person to whom the permit was granted

Name of the charity or fund that is to benefit

Address of the person to whom the permit was Granted

Names of Collectors

Date of Collection:

Collection Reference Number
 (Can be found at the top right hand side of your permit)

Area (please circle): Scarborough, Whitby, Filey

Show nil entries

| Proceeds of Collection | Amount | Total | Expenses & Application of proceeds | Amount | Total |
|--------------------------------|--------|-------|--|---------|-------|
| Amount collected from each box | | | Printing & Stationery | | |
| 1 | | | Postage | | |
| 2 | | | Advertising | | |
| 3 | | | Collecting Boxes | | |
| 4 | | | Badges | | |
| 5 | | | Emblems | | |
| 6 | | | Other Items | | |
| Interest on Proceeds | | | | | |
| Other Items | | | | | |
| | | | Payments approved under Regulation 15(b) | | |
| | | | Disposal of Balance (insert particulars) | | |
| TOTAL £ | | | | TOTAL £ | |

Certified by person to whom the permit was granted

I certify to the best of my knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Signed

Date

Certification of Authorisation by Responsible Person, i.e. Person of good standing within the community with financial experience

I certify that I have obtained all the information and explanations required by me and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection.

Signed

Date

NOTE: This form must be returned duly completed to the Licensing Authority, Environmental Services, Town Hall, St Nicholas Street, Scarborough, YO11 2HG, within one month of the collection.

