



**East Cambridgeshire
District Council**

POLICE FACTORIES ETC. (MISCELLANEOUS PROVISIONS) ACT 1916

APPLICATION FOR A STREET COLLECTION PERMIT

- Please familiarise yourself with our policy and regulations before completing this application www.eastcambs.gov.uk.
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form:
 1. Letter of authorisation from the chosen charity (when applying on behalf of a charity).
 2. Letter of authorisation from the landowner/store manager (when collecting on private land).
 3. Letter of authorisation from Cambridgeshire County Council Highways (if the collection incorporates the use of a table or stall on the public highway)
 4. Letter of authorisation from the Market's team manager (when the collection is to take place on Market Place, Ely).
 5. Proof of public liability insurance (£5,000,000) covering the date of the collection.

An application:

1. Must be submitted by or on behalf of a charity registered with the Charity Commission or by a charitable organisation based within the East Cambridgeshire District boundary.
2. Must be submitted at least 28 days prior to a proposed collection;
3. Can only be submitted for a collection occurring in the current or following calendar year.
4. Can only authorise collections between 9am and 8pm
5. Must not exceed the fair use limits contained in our policy

Applications not complying with the above will not be accepted.

METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3rd party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of the Data Protection Act 1998.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

ORGANISATION DETAILS

Name of organisation:

Current registered address:

If you intend to provide any entertainment e.g. music, singing, dance etc. please state below:

COLLECTION DATE

Only one collection date may be requested per application. Please provide two dates in priority order, and we will attempt to accommodate your preferred date:

Preferred date:

2nd choice date:

COLLECTION LOCATION

Ely: ☐ *Please also see below*

Soham: ☐

Littleport: ☐

Other (please specify):

If you intend to collect in Ely, please list the streets and open spaces you intend to collect from:

COLLECTION PROCEEDS

Expenses for getting to and from the collection location are not deductible, but please advise whether any payments will be deducted from the proceeds of the collection:

Amount:	Description:	Reason:
£		
£		
£		
£		

DETAILS OF AN ACCOUNTANT OR INDEPENDENT PERSON WHO WILL SIGN THE REQUIRED FINANCIAL RETURN

Surname:

Forenames:

Current registered address:

Postcode:	
Date of birth:	Telephone:
Mobile:	Email:

SUPPORTING DOCUMENTS CHECKLIST	
1. Letter of authorisation from the chosen charity (when applying on behalf of a charity).	Enclosed: ☐ N/A: ☐
2. Letter of authorisation from the landowner/store manager (when collecting on private land).	Enclosed: ☐ N/A: ☐
3. Letter of authorisation from Cambridgeshire County Council Highways (if the collection incorporates the use of a table or stall on the public highway)	Enclosed: ☐ N/A: ☐
4. Letter of authorisation from the Market's manager (when the collection is to take place on Market Place, Ely).	Enclosed: ☐ N/A: ☐
5. Proof of public liability insurance (£5,000,000) covering the date of the collection.	Enclosed: ☐

DECLARATION
Fraud Act 2006 I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain a charity street collection permit. I am fully aware that the provision of a false statement, or information in order to obtain a permit is an offence under the above Act which may result in the refusal of this application, and any subsequent applications for a period of one to three years. I am also aware that any permit granted as a result of breaching the above Act will be immediately revoked. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured. I have read the charity street collection policy and regulations and I undertake, in the event of a permit being granted, to observe and comply with the requirements set out in these documents. Signed (by the applicant):.....Date:..... Print name:.....

GDPR AND THE DATA PROTECTION ACT 2018

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: dataprotection@eastcambs.gov.uk)

The Licensing Authority maintains a data retention and sharing policy in accordance with GDPR rules, which explains how your information could be used by the Licensing Authority. Further details are available on the Council's website www.eastcambs.gov.uk.