



**APPLICATION TO HOLD A STREET COLLECTION OR
SALE
POLICE, FACTORIES, ETC (Miscellaneous Provisions) ACT 1916**

NOTE: If you intend to use any stalls, tables or other items as part of your collection/sale, you will also need to complete a separate form for permission to hold a non-commercial street activity

1. DETAILS OF PROMOTER(S)	
Name(s) of promoter(s) responsible for collection or sale	
Address(es) of promoter(s)	
Telephone number	
Email address	
<input type="checkbox"/> By ticking this box, you agree to us mainly communicating with you by email, including sending any correspondence and/or permits	
Has the promoter even been investigated by the Charity Commission? If yes , please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. DETAILS OF CHARITY	
Name of charity or fund which is to benefit	
Registered charity number	
Address of the Administrative Centre of the Charity or Fund and name of the Secretary	
Object of the charity or fund	
Has the charity ever been investigated by the Charity Commission? If yes , please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a permit for a collection ever been refused by a local authority? If yes , please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. COLLECTION DETAILS – Please refer to our policy before completing this section															
Date(s) of collection or sale															
Alternative date(s) - if first choice date(s) already taken															
Start and end time of collection or sale															
Location where collection or sale is to be held															
<table border="0"> <tr> <td><input type="checkbox"/> Zone 1 – The Parade Rickmansworth Road to Bentine Lane</td> <td><input type="checkbox"/> Zone 7 – High Street King Street to Beechen Grove</td> </tr> <tr> <td><input type="checkbox"/> Zone 2 – The Parade Bentine Lane to Clarendon Road</td> <td><input type="checkbox"/> Zone 8 – Other Town Centre Areas Please specify location and number of collectors</td> </tr> <tr> <td><input type="checkbox"/> Zone 3 – High Street Clarendon Road to Charter Place</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Zone 4 – High Street Charter Place to King Street</td> <td><input type="checkbox"/> Zone 9 – The Hornets</td> </tr> <tr> <td><input type="checkbox"/> Zone 5 – St Mary’s Square</td> <td><input type="checkbox"/> Zone 10 – Vicarage Road</td> </tr> <tr> <td><input type="checkbox"/> Zone 6 – Queen’s Road High Street to Beechen Grove</td> <td><input type="checkbox"/> Zone 11 – Any Other Location Within Watford Please specify location and number of collectors</td> </tr> <tr> <td></td> <td>_____</td> </tr> </table>		<input type="checkbox"/> Zone 1 – The Parade Rickmansworth Road to Bentine Lane	<input type="checkbox"/> Zone 7 – High Street King Street to Beechen Grove	<input type="checkbox"/> Zone 2 – The Parade Bentine Lane to Clarendon Road	<input type="checkbox"/> Zone 8 – Other Town Centre Areas Please specify location and number of collectors	<input type="checkbox"/> Zone 3 – High Street Clarendon Road to Charter Place	_____	<input type="checkbox"/> Zone 4 – High Street Charter Place to King Street	<input type="checkbox"/> Zone 9 – The Hornets	<input type="checkbox"/> Zone 5 – St Mary’s Square	<input type="checkbox"/> Zone 10 – Vicarage Road	<input type="checkbox"/> Zone 6 – Queen’s Road High Street to Beechen Grove	<input type="checkbox"/> Zone 11 – Any Other Location Within Watford Please specify location and number of collectors		_____
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Method of collection or sale															
If a sale, please list articles to be sold															
4. DISPOSAL OF RECEIPTS															
Are 100% of receipts to be donated to the charity or fund? If no , please state deductions	<input type="checkbox"/> Yes <input type="checkbox"/> No														
Who will give the auditor’s certificate of the statement of Income and Expenditure? Please also state their professional qualification.															
5. DECLARATION – To be signed by all promoters named in the application															
I/We declare that to the best of my/our knowledge and belief the foregoing information is correct, and that if a permit is granted, I/we undertake to comply strictly with the Council’s Street Collection Regulations.															
Signed	Dated														

POLICY FOR CHARITY COLLECTIONS IN THE TOWN CENTRE

1. Applications must be made at least 28 days and no more than twelve months in advance. Applications made with less than 28 days' notice cannot be guaranteed to be processed unless there are special reasons for the delay in submitting the application (e.g. an appeal in response to a national or international disaster).
2. Applications cannot generally be made for more than two days in any one week unless they are part of a recognised campaign (e.g. the Poppy Appeal).
3. Applications cannot generally be made for more than one Saturday in one calendar month.
4. With the exception of Zone 1, only one charity may collect in the town centre at any time.
5. Permits will be granted for collections to take place between 9 am and 7 pm. Where there are special reasons officers will have discretion to grant permits outside of these times after agreement by the Environmental Health & Licensing Section Head or the Head of Community & Customer Services.
6. All applications are granted subject to the Council's regulations for street collections.
7. Permits may be applied for in the following locations and times:

Location	Limits
Zone 1 – The Parade Rickmansworth Road to Bentine Lane	<p>No more than one charitable stall unless recommended by the Council's Event Planning Group. This group will approve only additional stalls that are part of an organised event recognised by the Council and supporting local charities.</p> <p>No collections except outside the applicant's premises as part of a recognised charitable appeal on no more than 2 days a year.</p> <p>Collections of local or national significance (as approved by the Licensing Manager, Section Head or Head of Service), providing no more than two collectors are allowed at any one time.</p> <p>As part of an organised event recognised or supported by the council (and which event has been approved by the Section Head or Head of Service).</p>
Zone 2 – The Parade Bentine Lane to Clarendon Road	Collections allowed on Mondays, Fridays, Saturdays and Sundays. No prescribed limit on number of collectors. 1 non-commercial stall may be allowed, subject to consultation with the Charter Market.
Zone 3 – High Street Clarendon Road to Charter Place	Up to 4 collectors allowed on Mondays, Fridays, Saturdays and Sundays. No non-commercial stalls.
Zone 4 – High Street Charter Place to King Street	Up to 4 collectors allowed on Mondays, Fridays, Saturdays and Sundays. No non-commercial stalls.
Zone 5 – St Mary's Square	No collections allowed except in conjunction with a non-commercial stall.
Zone 6 – Queen's Road High Street to Beechen Grove	Maximum of 1 non-commercial stall or up to 2 collectors (but not both)
Zone 7 – High Street King Street to Beechen Grove	Up to 2 collectors allowed on any day. No non-commercial stalls.
Zone 8 – Other Town Centre Areas	No collections except outside the applicant's premises as part of a recognised charitable appeal on no more than 2 days a year. No non-commercial stalls.
Zone 9 – The Hornets	Up to 4 collectors allowed on any day.
Zone 10 – Vicarage Road	Up to 2 collectors allowed on any day.

NOTE: Any charity street collections outside of these locations will still need to apply to the Council for a permit. Collections will also still be bound by the Council's regulations for street collections.

DATA PROTECTION – Keeping your personal information safe

Any data that you provide will be stored and processed by Watford Borough Council or its appointed agents in accordance with the law.

Information collected may be shared with other Council departments and/or organisations the Council works with who assist us in the performance of our functions. It may also be shared with outside organisations such as the Police, DWP, and County Council, to prevent and detect crime. It may be shared with insurance companies and bodies responsible for auditing or administering public funds for the prevention and detection of fraud.

Further information on the Council's obligations to safeguard your personal information and your rights on accessing data held about you can be found on the Council's website at:

<https://www.watford.gov.uk/privacynotice> and <https://www.watford.gov.uk/eh/privacynotice> or by telephoning 01923 278000