

CRAWLEY BOROUGH COUNCIL**Licensing Section****APPLICATION FOR A STREET COLLECTION PERMIT**

1. Full Name of Promoter	
Date of birth	
2. Address of Promoter	
3. Telephone Number	
4. Name of charity or fund which is to benefit from collection	
5. Registered charity only (Provide full details) Registration number	
6. Date of collection	
- First Choice	1.
- Second Choice	2.
7. Area to which the promoter desires the permit to relate	
8. If the promoter wishes to hold the collection with a procession State the streets involved and if stationary at any point, the locations	
9. Previous permit number if applicable	
10. Have you ever been refused a permit from this or any other authority If yes, please give details.	
11. Do you intend to use more than one person to assist in the collection if granted?	

06/2023

**12. Details of other persons
Involved in collection**

13. Financial Arrangements

**Are the whole of the receipts
of the collection to be paid
over to the charity or fund
mentioned above**

**If not please state the
purpose for which deductions
will be made and the
approximate amount of each
deduction, indicating, in
particular, whether payments
are to be made to collectors
or any other persons:
(continue on a separate
sheet, if necessary)**

**Please note that no deduction
may be made unless specific
details have been given in
this application.**

**13, Details of proposed related
activity (Procession, carol
singing, background music**

**14. Has a return been made for
every previous collection
made by the organisation in
Crawley? (Failure to do so
may result in the application
being refused)**

IT IS A CRIMINAL OFFENCE TO BREACH THE STREET COLLECTION REGULATIONS

Application is made for the grant of a street collection permit in accordance with the details set out above, which are true and correct to the best of my knowledge and belief. I will comply with the street collection regulations in force in the City, which I have read and understand. I am aware that it is necessary for me to send to the Council a Certified Statement of income and expenditure within 28 days, signed by a Certified Chartered Accountant of the collection taking place and that further permits are unlikely to be granted unless this has been completed and provided to the Council.

Signature of Applicant _____ Date

06/2023

Crawley Borough Council will only use your information for the provision of this service. For more detail about how we handle your personal data please see our privacy policy, available online or on request.

**When completed, please send this form to: Taxi Licensing Service –
taxis@crawley.gov.uk**

PLEASE NOTE:

1. Failure to complete this form in full is likely to result in delay in considering your application. This is a legal document and must be completed correctly. Failure to do so may result in the application being refused.

2. No guarantee can be given that any permit will be issued – applications are dealt with on a “first come first served” basis.

3. Applications should be made a minimum of one month before the proposed

3. The Council reserves the right to conduct a criminal records check on the applicant for a permit to determine their suitability to conduct a street collection and will determine whether or not to grant a permit;

4. No further permits will be granted to an organisation until a satisfactory return for every previous street collection by that organisation has been received by the Council and has been properly accounted for and certified by a qualified accountant.

5. Only a promoter of a collection can apply for the permit, a collector must have written authority from the promoter to take part or assist in a collection

If you have any difficulties in completing this form, please contact the Taxi Licensing Team:

Street Collection Taxi Licensing Section, Community Services, Crawley Borough Council, Town Hall, The Boulevard, CRAWLEY, West Sussex. RH10 1UZ

Tel: (01293) 438944 E-mail: taxis@crawley.gov.uk