



The City of Liverpool

LIVERPOOL CITY COUNCIL



The City of Liverpool

FORM TO BE COMPLETED IN BLOCK CAPITALS

APPLICATION FOR THE GRANT OF A LICENCE TO PROMOTE A HOUSE TO HOUSE COLLECTION	
Name and address and daytime telephone number of the applicant for the permit(the promoter)	Name: Address: Tel No:
Have you previously had a collection permit issued by the City Council? If so please give most recent date:	YES/NO DATE:
APPLICATIONS MUST BE ACCOMPANIED BY A STAMP OF AUTHORITY OR A COVERING LETTER ISSUED BY THE CHARITABLE SOCIETY	
Name, address and daytime telephone number of the charity	Name: Address: Charity No: Tel No:
Give details of the charitable purpose to which proceeds of the collection or sale are to be applied(Full particulars should be given)	
State the exact date on which the collection is to take place.	
Has the organisation ever been known by any other name?	
Give details of the wards where the collection is to take place.	
FOR OFFICE USE ONLY	
Date of Collection:.....	Received..... Committee.....
Date Permit Issued.....	Form of Statement Returned::

<p>Please state if it is proposed to collect money and provide details of any other property it is proposed to collect and state whether it is proposed to sell such property, give it away or use it.</p>	
<p>Give the number of collectors likely to be involved.</p>	
<p>Is it proposed that remuneration should be paid out of the proceeds of the collection to collectors or other persons and if so please give details of the rates and classes of person to be remunerated?</p>	
<p>What proportion of the proceeds of the collection is to be applied to the stated charitable purpose? If less than 100% please give full details of how the remainder is to be applied?</p>	
<p>Have applications also been made for licenses for collections for the same purpose in other authorities? If so please give details.</p>	
<p>Has the applicant or Charity/organisation previously been refused a licence under the Act, or had a licence revoked, if so please give details?</p>	
<p>Is it proposed to promote this collection in conjunction with a street collection? If so is it intended that the account of this collection should be combined wholly or in part with the account of the street collection?</p>	
<p>If the application is to promote a collection on behalf of another organisation a copy of the written agreement between the organisations should accompany this application.</p>	
<p>If the collection is for a War charity, state if such charity has been registered or exempted from registration under the War Charities Act 1940, and give name of registration authority and date of registration or exemption</p>	

Name and full address of the accountant who will be responsible for the signing the return forms	Name: Address: Tel No:
--	----------------------------------

In pursuance of an application form for the grant of a licence authorising me to promote a House to House collection I hereby affirm that the information and particulars given above are correct.

Signature..... Date.....

PLEASE NOTE: THE COMPLETED FORM SHOULD BE RETURNED WITHIN 14 DAYS TO: -

**YVONNE WILLCOCK
LICENSING
ROOM 219
MUNICIPAL BUILDINGS
DALE STREET
L69 2DH**

**TEL NO: 0151 233 3015
FAX NO: 0151 225 3493**