



The City of Liverpool



The City of Liverpool

### THE CITY OF LIVERPOOL

#### FORM TO BE COMPLETED IN BLOCK CAPITALS

**APPLICATION FOR THE GRANT OF A LICENCE TO PROMOTE A  
STREET COLLECTION  
POLICE, FACTORIES ETC (MISC PROVISIONS) ACT 1916  
TRANSITIONAL PROVISIONS ORDER 1974**

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:
<b>APPLICATIONS MUST BE ACCOMPANIED BY A STAMP OF AUTHORITY OR A COVERING LETTER ISSUED BY THE CHARITABLE SOCIETY</b>	
Name, address and daytime telephone number of the charity and registered charity number	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.( A form is to be completed for each non-successive date)	
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::

Does your collector propose to set up any form of stand, stall, vessel or entertainment? If so give details.	
<b>IN ORDER TO SET UP A STAND OR STALL ON THE HIGHWAY YOU MUST APPLY FOR PERMISSION TO CITY CENTRE BID TEAM. PLEASE CONTACT TRACEY CROSBIE OR MIM WHITFIELD ON 233 2216.</b>	
Give the number of collectors likely to be involved.	
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?	
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?	
Have applications also been made for licenses for collections for the same purpose in other authorities? If so please give details.	
Has the applicant or Charity/organisation previously been refused a licence under the Act, or had a licence revoked, if so please give details?	
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.	
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 of the return forms</p>	<p>Name: Address:  Tel No:</p>
<p>Have you organised your collecting buckets and seals?</p> <p>If no, the collection can not take place until the collection buckets have been purchased and sealed.</p> <p style="text-align: center;"><b><u>COLLECTING BUCKETS AND SEALS</u></b></p> <p>SUPPLIERS OF THESE CAN BE FOUND ON THE INTERNET BE ENTERING " CHARITY COLLECTION BOX SEALS" IN THE SEARCH ENGINE</p> <p><b>Please note:-</b></p> <p><b>It is an offence to conduct a charitable collection without correctly numbered and sealed buckets, any person found without these will be liable for prosecution</b></p>	<p>YES/NO</p>

*In pursuance of an application form for the grant of a licence authorising me to promote a Street 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 L2 2DH**

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