

Blackpool Council

APPLICATION FOR A LICENCE TO MAKE A HOUSE TO HOUSE COLLECTION

Applicants Name:

Built Environment

Licensing Service
Blackpool Council
Municipal Buildings, PO Box 4
Blackpool, FY1 1NA

Contact

T: (01253) 47 8570
F: (01253) 47 8372

www.blackpool.gov.uk



1) **Applicant Details**

In what capacity are you applying for a licence?

Please tick:

- a) An individual Complete Section A
- b) A person other than an individual
- I. As a charity Complete Section B
- II. As a limited company Complete Section B
- III. Other Complete Section B

A) **Individual Applicant - Name, Address and details of applicant for the licence who will be responsible for the collection**

Title:	Mr	Mrs	Miss	Ms	Forename (s)						
<u>Surname</u>					<u>Date of Birth</u>						
<u>Home address</u>											
							<u>Post Code</u>				
Telephone Number					Mobile Number						
Email Address											

B) **Non-Individual Applicant – Business, Society or Charity responsible for the proposed Collection**

<u>Name</u>											
<u>Registered address</u>											
							<u>Post Code</u>				
Telephone Number					Mobile Number						
Email Address											

2) **Correspondence Name and Address**

<u>Name</u>											
<u>Address</u>											
							<u>Post Code</u>				
Telephone Number					Mobile Number						
Email Address											

3) **Name of charity or fund for which the Collection / Sale is being made.**

Name of Charity												
Address												
								Post Code				
Charity Registration Number (if applicable)												

4) **Category of House to House Collection**

Is it proposed to collect Money if so how	
Is it proposed to collect other property? If so, of what nature	
Is it proposed to sell such property collected, give it away, or use it.	

5) **How many persons is it proposed to authorise to act as collectors in the area of the local authority to which the application is addressed:**

--

6) **Use to which proceeds of this collection are to be put.**

--

7) **Objects of the Charity or Fund.**

--

8) **Date of Proposed Collection. This can be anything from one day up to 14 days but must not exceed this period. (Please note: applications must be made one month before the start date of proposed collection. It is advised applications are submitted a minimum of 3 months before the proposed date of collection).**

--

9) **Locality within which it is proposed to make the Collection or Sale.**

--

10) Is it proposed to promote this collection in conjunction with a street collection?

YES	NO
-----	----

Delete as appropriate

11) If so is it desired that the accounts of this collection should be combined wholly or in part with the account of the street collection?

YES	NO
-----	----

Delete as appropriate

12) Is the application being made for licences for collections for the same purpose in other local authority areas?

YES	NO
-----	----

Delete as appropriate

13) If **Yes** please state which local authority, dates of proposed collections and approximately how many persons in all it is proposed to authorise to act as collectors.

AUTHORITY	DATE	NUMBER OF COLLECTORS

14) Are the whole of the receipts to be paid over for the benefit of the Charity or fund?

YES	NO
-----	----

Delete as appropriate

15) If no please state for what purpose and give an estimate of the sum which will be deducted. At least 85% of the total proceeds of the collection must be given to the charity or cause. No more than 15% of the total proceeds can be deducted by the organisation for expenses/costs relating to the collection.

Amount to be deducted	Reason for deduction.

16) Has a licence for a Collection for a similar objective ever been refused or has anyone associated with the promotion of the collection, been refused a licence under the Act, or had a licence or order revoked?

YES	NO
-----	----

Delete as appropriate

17) If **Yes** please state by which Licensing Authority, date refused and reason given.

AUTHORITY	DATE	REASON

18) State the name and address of any other local authorities from whom you have received licences in the last 12 months.

19) State the names of other local authorities from whom you have received licences in the last 5 years.

20) Signature of Applicant and Declaration of Convictions.

<p>List below all other offences for which you have been convicted (offences that do not need to be listed are summarised on the previous page). If you have no convictions to declare then write NONE and sign below.</p>			
DATE OF CONVICTION	COURT	OFFENCE(S)	SENTENCE OR ORDER OF COURT
<p>ENSURE YOU HAVE LISTED ABOVE ALL OFFENCES THAT YOU HAVE BEEN CONVICTED OF AND WHICH NEED TO BE DECLARED</p>			

I HEREBY CERTIFY that the particulars contained in this application are true and I acknowledge that if I have stated anything in this application that I know to be false or if I have omitted anything that I know to be material, any such misrepresentation or omission may be taken into account when my application is considered and may also render me liable to prosecution.

Usual Signature			
Printed Name			
Date			

NOW PLEASE COMPLETE DECLARATION OF CONVICTIONS HEREWITH ATTACHED AND RETURN WITH APPLICATION TO THE ABOVE ADDRESS.

Declaration of all convictions

You must disclose ALL convictions for offences (including traffic offences) in the spaces indicated, unless that conviction is regarded as "spent" by the Rehabilitation of Offenders Act 1974.

The existence of a criminal record will not necessarily prevent you obtaining a licence as each case is judged on its individual merits.

As a general guide All convictions must be disclosed (including traffic offences) unless the conviction falls into one of the following categories:

A SENTENCE OF	WHICH WAS
Imprisonment for a term exceeding 6 months and not exceeding 30 months	More than 10 years ago
Imprisonment for a term not exceeding 6 months	More than 7 years ago
A fine or compensation order	More than 5 years ago
Conditional discharge, bound over, probation	More than 1 year ago
Absolute discharge	More than 6 months ago
Cashiering, discharge with ignominy, dismissal with disgrace from HM Forces	More than 10 years ago
Dismissal from HM Forces	More than 7 years ago
Community Service Order	More than 5 years ago

Generally TRAFFIC OFFENCES are declarable for a period of FIVE years (because fines are normally imposed) and as nothing to do with the removal of endorsements from licences etc. The coding system for driving licence endorsements may be used if you wish.

Disqualification or prohibition from driving or a disability MUST be declared.

A sentence exceeding 30 months imprisonment must always be declared.

All the requested details must be declared for each offence. Any gaps or vagueness may result in delay to the application.

All calculations as to whether or not a conviction is "spent" are made with reference to the conviction date NOT the date of the offence.

The rehabilitation period may be automatically extended if a further offence is committed during the rehabilitation period, in respect of indictable offences.

PLEASE BE WARNED, DO NOT OMIT AN OFFENCE BECAUSE YOU ARE NOT SURE IF IT AS BEEN DECLARED OR NOT. Omissions will be considered a very serious matter and may result in the suspension or revocation of your licence.

If you are in any doubt, or your particular sentence is not listed above then consult a solicitor.