

APPLICATION FOR A HOUSE TO HOUSE COLLECTION PERMIT

**PLEASE READ THE ATTACHED NOTES OF GUIDANCE BEFORE COMPLETING THIS FORM.
PLEASE COMPLETE ALL SECTIONS OF THE FORM.**

Part 1 – Organisation Details

Full Name of Organisation	
Address of Organisation	
Post Code	
Registered Charity Number (if applicable)	Telephone No:

Part 2 – Applicant Details

Full Name of Applicant	Title: Mr/Mrs/Ms/Miss
	Date of Birth:
Address of Applicant	
Post Code	
Telephone No. Daytime Home	Email (optional)

Official position of applicant within the organisation

Please state the purpose(s) for which the money collected will be used

Name of promoter of the collection (if different from applicant)

Part 3 – Collection Details

Preferred date of collection	
Alternative date(s)	
Dates when a collection would <u>NOT</u> be suitable	

Please tick the areas in which you would like to collect.		Please tick ✓	
Central Solihull		Shirley	
Knowle		Dorridge	
Hampton in Arden		Balsall Common	
Meriden		Cheswick Green	
Olton		Hockley Heath	
Dickens Heath		Hobs Moat	
Dovehouse Parade		Prospect Lane	
Solihull Lodge		Marston Green	
Castle Bromwich		Kingshurst	
Chelmsley Wood			

Please state the approximate number of collectors you intend to use

If you are a “professional fundraiser” or a “commercial participator” please confirm that a written agreement exists in accordance with The Charitable Institutions (Fundraising) Regulations 1994. A copy of the agreement should be enclosed.

Signature of applicant	
Date	

 Data Protection	The information you supply will be used by Licensing to assess and administer your application for a House to House Collection Permit. It may be shared with other Divisions of the Council and external organisations including the Police for this purpose. Your information may also be shared with other council services and partner organisations to ensure your records are kept accurate and help us to identify services you may be entitled to or interested in. For further details of how we may use your information contact Licensing on tel: 0121 704 6830
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NOTES OF GUIDANCE

1. A return form detailing the amount collected and any expenses incurred must be submitted to Solihull Metropolitan Borough Council within one month of the collections taking place.
2. Collectors must wear the appropriate ID badges
3. **House to House Clothing Collections only** – please contact the Licensing Team prior to sending distributors/collectors to advise the exact dates you will be in the area.
4. **House to House Clothing Collections only** – the return form should specify the exact amount donated to the nominated charity as required under the Charities Act 1992.

August 2011