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|  | *Please return completed form to:*  Licensing Section Public Protection Service Gedling Borough Council  Civic Centre Arnot Hill Park, Arnold Nottingham NG5 6LU  Telephone: (0115) 901 3971 |

**APPLICATION FOR A HOUSE TO HOUSE COLLECTION PERMIT**

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence authorising me to promote the collection of which particulars are given below.

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| Full Name (in block capitals) |  |
| Full Address  Telephone Number E-mail Address |  |
| Particulars of charitable purposes to which proceeds of collection are to be applied. (Full particulars should be given and, where possible, the most recent account of any charity which is to benefit should be enclosed) |  |
| Over what parts of the Borough area is it proposed that the collection should extend? |  |
| Between which dates is the proposed collection to be made? |  |
| Is it proposed to collect money? |  |
| Is it proposed to collect other property? If so, of what nature?  Is it proposed to sell such property, give it away or use it? |  |
| Approximately how many persons is it proposed to authorise to act as collectors? |  |

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| Is it proposed that remuneration should be paid out of the proceeds of the collection:-   1. to collectors 2. to other persons   If so, at what rates and to what classes of persons? |  |
| Is the application being made for licences for collections for the same purpose in other Authorities?  (please give details)  Approximately how many persons in all is it proposed to authorise to act as collectors? |  |
| Has the applicant or, to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a licence or order under the Act, or had a licence or order revoked? If so, give particulars. |  |
| Is it proposed to promote this collection in conjunction with a street collection?  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? |  |
| 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. |  |

Signature of Applicant: ………..………………………………………………… Date: ………..………………………………………………… If you have any queries please telephone Customer Services on (0115) 901 3971.

**Privacy information**

We will use the information provided by you to process your application for licence. The basis under which the Council uses personal data for this purpose is that it is necessary for the compliance with a legal obligation to which the Council is subject to. You need to provide this information if you wish to enter into a contract with the Council to purchase a licence.

The Data Controller is Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU. You can contact the data protection officer at the above address or by email at [dataprotectionofficer@gedling.gov.uk](mailto:dataprotectionofficer@gedling.gov.uk)

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and further information including how long we retain your data, who we share with and your rights can be found at [*www.gedling.gov.uk/Licensing-privacy*](http://www.gedling.gov.uk/Licensing-privacy)