

**APPLICATION FOR PERMISSION TO ORGANISE
A PUBLIC CHARITABLE COLLECTION**

*(TO BE SUBMITTED AT LEAST 5 WEEKS BEFORE THE
DATE OF PROPOSED COLLECTION)*

Name of Society _____

Address of Society _____

Charity Registration Number _____

Full Name and Address of the Organiser of the Collection _____

Telephone Number _____

Place and Date of Birth of the Organiser _____

Application is hereby made for permission to organise a public charitable collection.

The application is in respect of (insert date(s)) _____

The application is in respect of the following place(s) (insert town and all street to be
visited) _____

Nature of Collection - Envelope / Collecting Can *

Number of Collectors

How will they be identified?

Will remuneration be paid to collectors? YES / NO *

(If YES provide the reason for this; the rates which will be paid and to whom

Portion of proceeds likely to be applied for charitable purposes _____%

Before completing this section please read the guidance note.

All convictions except those which are spent in terms of the Rehabilitation of Offenders Act 1974, must be listed at (a), if you have no convictions please complete (b).

(a)

Name	Date	Court	Offence	Sentence

(b) I have no convictions
(signature)

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

I seek/do not seek* a waiver of the requirement to publish in a local newspaper a summary of the accounts relating to the collection.

Signature of Promoter _____

Date of signing _____

Position(if any) held in Society _____

*delete as appropriate

IMPORTANT INFORMATION

Applicants are encouraged to read the Guidance Note published by the Council in respect of applications for permission to organize a Public Charitable Collection.

Information supplied on this form will be processed electronically by the Council and thereafter retained electronically in terms of the appropriate policy for retention of records. Applicants are advised that in processing this application background enquiries will be made which may include reference to personal data held on computer.

The completed application form can be lodged by email – democratic.services@midlothian.gov.uk and by post - Democratic Services, Resources Directorate, Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith EH22 1DJ

