

Appendix C

Application sections 1-10 (note missing sections contains private personal detail that is not relevant to this application)

Northampton Borough Council

Application for a house-to-house collection licence
House to House Collection Act 1939 and the House
to House Regulations 1947

* required information

Section 1 of 10

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is your business registered in the UK with Companies House? Yes No

* Registration number

* Business name

If your business is registered, use its registered name.

* VAT number

Put "none" if you are not registered for VAT.

* Legal status

NAME OF CHARITY [NAME, ORIGIN]

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ORGANISATION WHICH IS RESPONSIBLE FOR THE COLLECTION

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Continued from previous page...

* Provide a brief description of the organisation and its objectives

The company recycles clothing to benefit the charity

1. To help support the breast cancer research

* Are the proceeds of the collection to benefit this organisation?

Yes No

* Is this organisation a registered charity?

Yes No

* What are the proceeds of the collection to be used for?

To help support the breast cancer research

Section 4 of 10

CHARITY, FUND OR ORGANISATION TO BENEFIT FROM THE COLLECTION

* Is another organisation going to benefit from your collection?

Yes No

Provide details of the charity, fund or organisation which is to benefit from the collection

* Name of charity or organisation

Organisation Address

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Contact Details

Continued from previous page...

Secretary And Treasurer

* Provide name and contact details for the secretary and/or treasurer of the organisation (if applicable)

Lynda Causer

Further Details

* Provide a brief description of the organisation and its objectives

Breast cancer research aid supports development of cancer research programmes across the country .

* Is this organisation a registered charity?

Yes

No

* Registration number

1166674

* What are the proceeds of the collection to be used for?

Breast Cancer Reseach and provides financial support to breast cancer reseach organisations

Add another organisation

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TYPES OF COLLECTION

* What type(s) of collection will you be performing?

A street collection

A house-to-house collection

Both street and house-to-house collections

House to House Collection

Check for local guidance notes and conditions before completing this section. Some of the questions may not be relevant to local circumstances or your responses may have to provide very specific information.

Where

* In what parts of this authority's area do you intend to carry out the collection?

the whole area or as allocated by the Licensing department

When

Continued from previous page...

* Preferred dates for the collection

Alternative dates

* During what hours of the day will the collection be held?

Collectors

* How many people do you plan to authorise as collectors?

* How will the collectors be identifiable? (provide details of badge, certificate of authority etc)

What

Check for local guidance notes which may clarify what is allowable in your area and whether additional permissions or licences are required.

* Do you intend to collect money?

- Yes No

* Do you intend to collect property?

- Yes No

* What sort of property?

* What do you intend to do with the property you collect?

- Sell it
 Give it away
 Use it
 Other

* Provide details

* Do you intend to offer anything for sale during the collection?

- Yes No

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EXPENSES AND PAYMENT

Continued from previous page...

* Will 100% of the proceeds of the collection be donated to a charity or used for charitable purposes?

- Yes No

* What % of the proceeds will be donated to a charity or used for charitable purposes?

Do you intend to pay expenses or admin costs out of the proceeds of the collection?

- No Yes

* Provide full details, including all the expenses you intend to pay and at what rate

Payments

N.B. Payment cannot be made to collectors, or others, unless details are provided in this form and approved

* Do you intend to pay collectors or any other person out of the proceeds of the collection?

- No Yes

* Provide full details, including the category of people (collectors, organisers, etc) you intend to pay and at what rate

Statement Of Return

* Which of the following types of return will you submit, giving details of proceeds and deductions?

- House-to-house collection only

Section 7 of 10

PREVIOUS APPLICATIONS

* Have you, or any person named in or associated with this application, previously applied for a similar licence or registration? (check all that apply)

- No Yes - application granted and revoked
 Yes - application granted Yes - application refused

Application Granted

Continued from previous page...

Only provide details about the most recent application – unless stated otherwise in local guidance notes.

* Local authority applied to	<input type="text" value="we have licences granted"/>
* Date of licence/registration	<input type="text" value="in over 150 boroughs"/>
* Reference number	<input type="text" value="vary : Plymouth, Solihull
Sheffield, Coventry, Belfast ,
Doncaster, Eden, Exeter etc."/>
* Expiry date	<input type="text" value="vary"/>

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CONVICTIONS

* Have you, or any person named in or associated with this application, been convicted of any crime or offence?

Yes No

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ADDITIONAL DETAILS

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

Charity' officials will monitor the company's operations via Google Docs as they have full access to all the documentation. All information about an area of collection, vans' registration numbers, names of drivers and collectors, and figures on collected and exported goods are provided on a regular basis. The charity has the right to inspect all company's bank accounts.

Section 10 of 10

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

I am aware that should a Licence be granted to me the collection must take place in strict compliance with the house-to-

Continued from previous page...

* house collection regulations and/or the street collection regulations as appropriate. I am aware that it is also necessary for me to submit a certified form of statement within 28 days of the collection taking place.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Date (dd/mm/yyyy)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking to file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/house-to-house-collection-licence/ashfield/apply-1> to upload this file and continue with your application

Don't forget to make sure you have all your supporting documentation to hand.