**Department of Place - Licensing Team**

 Argus Chambers, Hall Ings

 Bradford, West Yorkshire, BD1 1HX

###  Tel: 01274 432240

 E-Mail: licensing@bradford.gov.uk

**STREET COLLECTION APPLICATION FORM**

**Section 1 – Applicant details**

(a) Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(d) Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(c) Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **How we use your personal information**The licensing service uses the information you have provided on this form to assess your suitability to hold a street collection permit. We occasionally share this information with external partners, but only where it is necessary, lawful and fair to do so. Your information will be held securely and will be securely destroyed when it is no longer required. For more information on how we use and protect your personal information, our full privacy notice can be viewed at [www.bradford.gov.uk/privacy](http://www.bradford.gov.uk/privacy). Alternatively, you can request a copy be posted to you by contacting us on 01274 432240 or emailing licensing@bradford.gov.uk   |

**Section 2 – Charitable organisation details**

(a) Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Bradford Branch Address (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(c) Head Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(d) Charity Registration No (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3 - Preferred correspondence address** (please tick)

Home Address:

Charity Address:

**Section 4 – Collection details**

(a) – Dates & Designated area on which collection will take place

*Please select the area where you wish to make a collection and enter a date in the box in order of preference. Please note that each organisation will only be given authorisation for one collection per area per calendar year and bookings will be accepted for Saturday’s only. Authorisation may be given for other days of the week to coincide with national or local events, but this is at the Council’s discretion.*

|  |  |  |
| --- | --- | --- |
| Designated Area | 1st Preference Date | 2nd Preference Date |
| Bradford City Centre (Excluding City Park) |  |  |
| Shipley Town Centre |  |  |
| Keighley Town Centre |  |  |
| Bingley Town Centre |  |  |
| Haworth, Main Street |  |  |
| Ilkley Town Centre |  |  |
| Centenary Square **\*** |  |  |

\* Collection Permits for Centenary Square will only be accepted once permission has been given by the Council’s Cultural Services Department, who can be contacted on 01274 434407.

(b) If the date requested is not a Saturday please specify the reason for the request:

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(c) Other Areas

Collections in any other areas will only be considered under special circumstances

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| --- | --- |
| Area | Date  |
|  |  |

(d) Reason for request in other area:

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**Section 5 – Charity stalls only**

(a) Location of Market: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Have you obtained permission from the Council’s Markets Department?

Yes/No (delete as appropriate)

**Section 6 – Signature & additional information**

(a) Have you (the applicant) previously been granted a street collection permit by Bradford Council on behalf of any other organisation?

Yes/No(delete as appropriate)

If the answer to the above is YES, please provide the name and address of the organisation and date of collection:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES:**

**1) Where you are not directly involved with the charity, you must provide a letter from the governing body of the organisation authorising you to hold a street collection permit on their behalf.**

**2) If the charity is a new charity, or has not previously held a street collection permit within the Bradford district, please enclose further information in support of your application (e.g. leaflets regarding the work of the charity).**

**3) Applications should be submitted at least 14 days prior to the collection date.**