



APPLICATION FOR STREET COLLECTION

There is no charge for a Street Collection Permit, but it is unlawful to organise a street collection without one. Please apply at least 28 days before the proposed date of collection.

1. Name of Applicant

Address

.....

Telephone No. E mail Address

Name & Address of Organisation or Charity for whom the Street Collection is requested:-

.....

Registered Charity Number:

2. Proposed date of collection(s) *(please give alternative dates if possible)*

DAY:	&/or	&/or	&/or
DATE:
MONTH:
YEAR:

3. Please specify the exact location for the street collection (e.g. outside Tesco at Martlesham Heath or Exchange Square, Beccles). Please see notes overleaf for specific collection sites in certain towns.

.....

4. Number of Collectors: - 1 only 2-5 6-10 11-15 16-20 21-24

Times: - 8.30am to 13.00pm 13.00pm to 17.00pm All day 8.30 to 17.00

Other, please state.....

This permit is solely for persons collecting for charity with collecting tins and/or a small table for selling goods.

5. Please use this space for any other information you feel is relevant to this application.

.....
.....

6. **PLEASE NOTE:**

A street collection permit does not authorise you to use any land or property without the consent of the occupier.

It is a criminal offence to collect money or sell articles for charitable or other purposes without a street collection permit.

Only one street collection permit will be issued to a single organisation on any one day in a particular area.

Felixstowe -if you wish to use the Promenade, or The Triangle in Hamilton Road, specific permission is required from the Regeneration Team (Events) events@eastsoffolk.gov.uk . The sale of goods, with the proceeds going to charitable causes, taking place on The Triangle, will be allowed at the same time as a street collection on Hamilton Road. Otherwise a street collection permit would only be issued relating to either Hamilton Road OR The Triangle (not both) on any one day.

In **Lowestoft** only one street collection permit can be applied for in advance (for any time) by one charitable organisation. If further dates are required an application can be made no more than six weeks before the planned collection.

In **Beccles, Bungay, Halesworth and Southwold** three dates can be booked in advance by one charitable organisation, with further requests for additional dates applied for no more than ten weeks before a planned collection.

Rubbish

Please note, all rubbish from the street collection must be taken home with you, it must not be put in or near a public bin, as this is classed as 'fly tipping'. Anybody found guilty of fly tipping can be fined up to £50,000.

Popular collection sites:

- | | |
|-------------|---|
| BECCLES: | Exchange Square |
| BUNGAY: | Market Place and St Mary's Street (Buttercross) |
| FELIXSTOWE: | Hamilton Road and The Triangle |
| HALESWORTH: | Thoroughfare |
| LOWESTOFT: | London Road North (outside B & M store) |
| SOUTHWOLD: | Outside the former Lloyds Bank and Market Place |

N.B. For **Southwold**, charity stalls are only permitted in front of the former Lloyds Bank and can only be booked for Mondays, Thursdays and Saturdays.

7. Signature of Applicant:

Date:

Please return completed form to:

Licensing Department, Riverside, 4 Canning Road,
Lowestoft, Suffolk NR33 0EQ
Email: licensing@eastsoffolk.gov.uk
Telephone: 01394 444802

PRIVACY NOTICE

The information you have supplied is being collected in accordance with the Police Factories etc. (MP) Act 1916, and will be used for processing your application for a licence under the Act.

Your information will not be used for any other purpose and will not be shared with any other third parties, unless permitted by law.

Your information will be retained until a period of 6 years after the expiry of the licence; this is in line with the Limitations Act 1980 (section 2).

Data will be processed and held securely and in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 (and any updates).

Further information about data protection can be found on the East Suffolk Website:

www.eastsoffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Licensing-Privacy-Notice.pdf