



P H & R, Licensing Unit, Portland House, 44 Richmond Road, Worthing, BN11 1HS

Application for a Permit to hold a Street Collection

Updated: March 2018

I HEREBY APPLY for a Permit to hold a Street Collection in Adur/Worthing and I undertake to comply with the relevant Regulations with regard to Street Collections within the administrative area.

Applicants Details

Full Name : Office Held :

Signature : Date :

Applicant's Home Address :

 Post Code:

Telephone Number :

Email Address:

Proposed Area of Collection

**WORTHING MONTAGUE STREET & MONTAGUE PLACE/WORTHING SOUTH STREET
 SQUARE/WORTHING PROMENADE/WORTHING OTHER AREA***

LANCING/SHOREHAM-BY-SEA/SOMPTING/SOUTHWICK/ADUR OTHER AREA*

*Please delete as appropriate and give details:

Proposed Dates & Hours of Collection

	Date	Times
1 st choice		
2 nd choice		
3 rd choice		

Details of Body/Organisation on behalf of which this application is made:

a) Name or Title	
b) Address of Main or Registered office	
c) Registered Charity No.	
d) State Purpose of Collection:	
e) Applicant's Position:	

f) Charities or Funds to which proceeds will be distributed:	
g) If the collection is part of a National Week or Campaign, etc give details & include relevant dates:	
h) Proportion of proceeds to be sent to HQ if application is made by Local Branch.	

Collection conducted in conjunction with special event	
Is the collection to be conducted in conjunction with some special event, procession, musical performance, etc. If so, you may also need to apply for a letter of no objection from either the Adur Events Manager or Worthing Town Initiative. Please return this form, together with a copy of the letter (if applicable) to the Licensing Unit at Adur & Worthing Councils Services, at the address shown below.	YES/NO

Are you proposing to stage entertainment as part of the collection	
If you wish to hold some form of entertainment but are unsure of details at this stage, please contact either the Adur Town Centres Manager or Worthing Town Initiative. (In Worthing generally South Street Square will be reserved for those Charitable Organisations putting on an entertainment/event).	
Have the Police been contacted over these proposals?	YES/NO
If YES have they given approval?	YES/NO

Is it proposed to hold in the District or Borough during the year, any other form of Collection, e.g. House to House Collection? If so, give full details and proposed dates:

Past Collections	
Last date of collection in Adur or Worthing	
Have you, or your, organisation been refused a street collection by any council at any time in the past 3 years?	YES/NO
If YES please give full details :	

Please return form to: **Licensing Unit
Adur & Worthing Councils Services
Portland House,
44 Richmond Road,
Worthing,
BN11 1HS**