

MOLE VALLEY DISTRICT COUNCIL

STREET COLLECTIONS

APPLICATION FOR PERMISSION TO HOLD A STREET COLLECTION TO COLLECT MONEY OR SELL ARTICLES IN STREETS OR PUBLIC PLACES WITHIN THE AREA OF THE MOLE VALLEY DISTRICT COUNCIL FOR THE BENEFIT OF CHARITABLE OR OTHER PURPOSES.

(The Regulations governing Street Collections are set out overleaf and should be detached for retention by the applicant).

1. **Name and address of Society, Committee or body** responsible for the collection or sale
.....
.....
2. **Name and address of the person making the application** who will be jointly responsible for the collection or sale
.....
..... **Tel No.**
3. **Name of Charity or Fund** which is to benefit
.....
4. **Objects of the Charity or Fund**
.....
.....
5. **Date and hours** during which it is desired to make the collection or sale
Date:
Hours:

Alternative preferred date(s) if first choice is not available (1) (2)
6. **Locality** within which it is desired to make the collection or sale.
to make the collection or sale.
(The Mole Valley Area consists of the following parishes:- Abinger, Ashtead, Betchworth, Brockham, Buckland, Capel, Charlwood, Dorking, Fetcham, Great Bookham, Headley, Holmwood, Leatherhead, Leigh, Little Bookham, Mickleham, Milton, Newdigate, Ockley, Wotton)
7. **Is it proposed to hold the collection in conjunction with a carnival, procession or other event** which will require the relaxation of Regulations 7 and 10 of the attached street collections Regulations?
If so, give a brief description of the function

8. (a) **By what method** will collection or sale be made? (e.g. in sealed tins or other receptacles)
- (b) **What arrangements are proposed to ensure that the money collected is handed over** with the least possible delay to the person responsible for the proper application of the money?
9. **Disposal of the receipts.**
- (a) Is it proposed that the whole of the receipts shall be paid over for the benefit of the Charity or Fund, or will any deduction be made for expenses or for any other purpose?
- (b) If any deduction is to be made, state for what purpose and give an estimate of the sum which will be deducted.
10. **Is application being made for licences for collections for the same purpose in other areas outside Mole Valley?**
- If so, to what Authorities?
11. **Is it proposed to promote the collection in conjunction with a house to house collection?**
- If so, state whether the house to house collection will be conducted under –
- (a) a Home Office Order of exemption, or
- (b) a licence –
- (i) which has already been issued by the Council, or
- (ii) for which an application has been, or is to be made to the Council
- (c) Give dates of any proposed house to house collection

Signature of Applicant

Date

To:-

*Licensing Section,
Mole Valley District Council,
Pippbrook, Dorking, Surrey, RH4 1SJ.*

HOUSE TO HOUSE AND STREET COLLECTIONS

**FORM OF ACCOUNT OF EXPENSES, PROCEEDS AND APPLICATION OF
PROCEEDS OF COLLECTION OF MONEY:-
(All amounts to be entered gross.)**

**(A STATEMENT IN THIS FORM MUST BE COMPLETED
AND FORWARDED TO THE LICENSING SECTION,
MOLE VALLEY DISTRICT COUNCIL, PIPBROOK, DORKING, SURREY, WITHIN
ONE MONTH OF THE DATE OF THE COLLECTION.)**

Name of organisation responsible
for the collection or sale

Name and Address of promoter

Object of collection or sale

Date of collection or sale

Proceeds of Collection	£	p	Expenses & Application of proceeds	£	p
From collection or sale as per list of collectors and vendors and amounts attached hereto			Printing and Stationery		
Bank interest			Postage		
Other items, (if any)			Advertising		
.....			Collection boxes		
.....			Badges or Emblems		
.....			Other items (if any):		
.....				
.....			Payments approved under Street Collection Reg. 15(2)		
.....			Disposal of balance (insert particulars)		
.....				
.....				
.....				
Total			Total		

CERTIFICATE OF CHIEF PROMOTER

I certify that to the best of my knowledge and belief the above is a true account of the expenses, proceeds and application of the proceeds to the collection to which it relates.

Date Signed

CERTIFICATE OF AUDITOR

I certify that I have obtained all the information and explanations required by me as auditor and that the above is, in my opinion, a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.

Date: Signed

Qualifications

SEE NOTES OVERLEAF

NOTES:

1. Where the independent responsible person signing as auditor is not a qualified accountant this account must be accompanied by vouchers for each item of the expenses and application of the proceeds in addition to the list of collectors and amounts.
2. Where the independent responsible person signing as auditor is a qualified accountant and vouchers and lists are not submitted with this account the chief promoter must ensure they are available for inspection by the Council for three months from the date of the account.
3. **For street collections the auditor must be a qualified accountant.**