

## **ST ALBANS CITY & DISTRICT COUNCIL**

### **HOUSE TO HOUSE COLLECTIONS ACT 1939**

#### **APPLICATION FOR A LICENCE**

*\* Please note that this application is 5 pages long and must be fully completed.*

To the Licensing Authority for the City and District of St Albans, Council Offices, Civic Centre, St Peter's Street, St Albans, Hertfordshire, AL1 3JE.

Further to Section 2 of the House to House Collections Act 1939, I would like to apply for a licence authorising me to promote a collection the details of which are given below. (The minimum notice required for a House-to-House collection is **ONE MONTH**.)

**\*I understand that applications for Christmas collections will only be accepted on or after 1st September of the same year.**

#### **DETAILS OF COLLECTION**

1.	Name of Society:	
2.	Full name of applicant:	
3.	Telephone number & e-mail:	
4.	Address of applicant:	

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5.	Details of charitable purpose to which proceeds of the collection are to be applied including charity registration number.	
6.	Where will you be making your collection?	
7.	During what period of the year is it proposed the collection should be made? Please state date/s required and any possible alternatives as your first choice may not always be available.	
8.	Is it proposed to collect money?	
9.	Is it proposed to collect other property? If so, of what nature? If collecting property, is it proposed to sell such property, to give it away or to use it?	
10.	Approximately how many people will be authorised to collect?	
	<p>It is proposed that remuneration should be paid out of the proceeds of the collection:</p> <p>a) To collectors?</p> <p>b) To other persons?</p> <p>If <b>YES</b>, at what rates and to what classes of persons?</p>	<p><b>YES / NO</b></p> <p><b>YES / NO</b></p> <p><b>YES / NO</b></p>

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11.	Are you intending to apply for House-to-House Licences from other Local Authorities?	<b>YES / NO</b>
	If <b>YES</b> , to which Licensing Authorities and for what period?	
12.	Has the applicant, or anyone associated with the promotion of the collection, ever been refused a licence (or Order) under the Act, or ever had a licence (or Order) revoked?	<b>YES / NO</b>
	If <b>YES</b> , please give particulars.	
13.	Is it proposed to promote the collection in conjunction with a Street Collection?	<b>YES / NO</b>
14.	If so, is it desired that the accounts of this collection should be combined wholly or in part with the accounts of the Street Collection?	
15.	If the collection is for a War Charity, state if such a charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority and the date of registration or exemption.	
16.	Please state whether your Charity holds an Order of Exemption under Section 3 of the House to House Collections Act 1939.	

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17.	If you are collecting on behalf of a charity but you are <b>not directly employed</b> by them, please give the full address of their Head Office and the full contact details of the Person with whom you liaise at the Charity. You will also need to attach a letter of authority from the Charity, permitting you to collect on its behalf.	
18.	If you are applying on behalf of a clothing collection/recycling company that gives to charity, please also attach full accounts for the most recent complete fiscal year showing how much was made from sales of collected clothing or other property and also how much was given to the charity.  Please be aware that -companies donating less than 100% of profits will NOT be licensed in this authority.	Accounts attached: <b>YES/NO</b>  <b>If NO, state full reason:</b>

**Privacy Notice**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

Please read the privacy notice at the end of the form for more details.

**Consent for us to contact you about the Annual Invitation to Apply for Charitable Collections**

If you wish to be included in the Council’s Annual Invitation to Apply for Charitable Collection Permits, which goes out every September and enables you to make an early application for a collection date or dates of your choice in the following year, please give your consent to us using your personal data for that purpose:

I agree to you using my personal data to contact me about the Annual Invitation

You have a right to withdraw your consent at any time by emailing [charitablecollections@stalbans.gov.uk](mailto:charitablecollections@stalbans.gov.uk) or calling the Council on 01727-819254.

I/We declare that, to the best of my/our knowledge and belief, the foregoing information is correct. If a Permit is granted, I/we hereby undertake to comply strictly with the Council’s Street and /or House-to-House Collection Regulations.

Date: ..... Signed:.....

- Please return this application form to Charitable Collections, Customer, Business & Corporate Support, St Albans City and District Council, District Council Offices, St Peter's Street, St Albans, Hertfordshire AL1 3JE.
- For more information, please call Charitable Collections on 01727-819254 or e-mail [charitablecollections@stalbans.gov.uk](mailto:charitablecollections@stalbans.gov.uk)

### **Privacy Notice**

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#### **What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c) of the UK General Data Protection Regulation). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information so that we can contact you for the purposes of issuing you with a Charitable Collection Permit, for either a Street Collection, a House-to-House Collection or a Charity Stall booking.

#### **How will we use the information about you?**

We use the information to process your application for a Charitable Collection Licence/Permit. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

We may occasionally share your name, email and contact telephone number with other applicants for charitable collection permits where it is necessary in order to avoid clashes.

We will not share the personal information we hold with any external organisations except for the above mentioned purpose. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud. We will ensure that all personal information is kept securely.

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## How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information, please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

## Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your rights on our website: <https://www.stalbans.gov.uk/general-data-protection-regulation>

## Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit:

<https://www.stalbans.gov.uk/cookies>

## Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/general-data-protection-regulation>

## Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the UK General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

## How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

## Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website:

<https://ico.org.uk/concerns/> or calling their helpline on 0303 123 1113.

GDPR Privacy Notice Statutory Fns – Charitable Collections April 2022

