

**APPLICATION FOR A STREET COLLECTION**

Organisation: .....

Name & Address  
of Organiser: .....  
.....  
.....

Daytime Tel No. ....

Fax/E.Mail: .....

Address to which permit should be sent, if different from above:  
.....  
.....

When making your application, please take the following important points into consideration:

1. We cannot guarantee that it will be possible to allocate a preferred date, so please give a choice of dates if possible. Only **one** date per area per organization per year is allowed and the minimum notice required for a collection date is **ONE MONTH**.
2. The **Whole District** includes St Albans, Marshalswick, Harpenden, Wheathampstead, Redbourn, London Colney, Colney Heath, Sandridge, Park Street, Chiswell Green and Bricket Wood. Charities are permitted to split collection(s) within the District enabling them to collect in different areas on different dates.
3. Please note that if you wish to collect at a local supermarket, you must obtain permission from the supermarket manager **before** applying to the Council for permit. The Council also requires sight of written permission from the supermarket management.
4. If you intend to use amplified music during the course of your street collection, please give details as permission for this is only given in exceptional circumstances.
5. **Applications for Christmas collections will not be accepted before 1st September the same year.**

Continued overleaf.....

**STREET COLLECTION REQUEST**

LOCALITY OF COLLECTION/S	PREFERRED DATE/S OF COLLECTION/S (in order of preference)	AREA/S
WHOLE DISTRICT (do you want to make one collection across the whole District) <b>OR</b> ,		
St Albans City Centre		
Marshalswick		
Harpenden		
Redbourn		
Wheathampstead		
*Supermarkets/Other <b>*Only with written permission &amp; confirmed dates already granted by supermarket manager</b> (Please enclose letter from store manager)		<b>NB: Sainsburys Harpenden requires a permit for Harpenden Town Centre AND permission from the manager.</b>

**CHARITY STALL REQUEST**

A **Charity Stall** on St Albans Market is available on Wednesdays or on Farmers' Market days. You will need to provide your own table and/or gazebo.

Please indicate whether a stall is required:      **YES/NO\***

**(If no indication is given above, the Stall may be allocated to another Charity on the day of your Street Collection.)**

- NB:**
1. A limited range of goods only (i.e bric-a-brac and/or charity merchandise – NO perishables) may be sold by prior arrangement and a nominal charge (currently £10.00) is payable to Market Supervisors on the day.
  2. The presence of animals on the market is discouraged. If you have a special reason for wanting animals on your market stall, please let me know so that a stall can be allocated away from food traders: **I WILL BE BRINGING ANIMALS: YES / NO**

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## THE FIRST SCHEDULE

### Form of Statement

1.	Name of Society, Committee or other body of persons responsible for the collection:	
2.	Address and telephone number:	
3.	Names and addresses of the applicant/s for the permit, who will be jointly responsible for the collection:	
4.	Name of the Charity or Fund which is to benefit:	
5.	Registered Charity Number:	
6.	Address of the Administrative Centre of the Charity or Fund and name of the Secretary:	
7.	Objects of the Charity or Fund:	
8.	Is this application for a Street Collection being made in conjunction with one for a House-to-House Collection? If so, is it desired that the accounts of this collection should be combined wholly or in part with the accounts of the House-to-House collection?	
9.	The method to be adopted in making the collection:	

Continued overleaf.....

10.	<u>Disposal of the Receipts</u>	
	a) Are the whole proceeds to be paid over for the benefit of the Charity or Fund?	<b>YES / NO</b>
	b) Will any deductions be made for expenses or any other purposes?	<b>YES / NO</b>
	c) If any deduction is to be made, state for what purpose and give the estimated sum (or %) which will be deducted.	
11.	Has the Charity ever been refused a licence by another Authority?	<b>YES / NO</b> (If <b>YES</b> , which Authority/Authorities?)
12.	a) Has the Charity had any criminal convictions against it?	<b>YES / NO</b> (If <b>YES</b> , what for and when? Please give Police contact)
	b) Is the Charity presently involved in any prosecutions/criminal cases?	<b>YES / NO</b> (If <b>YES</b> , please give details)
	c) Does the Charity Commission now (or has it ever had) an open case relating to the Charity?	<b>YES / NO</b> (If <b>YES</b> , please give details)

### 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.

Continued overleaf.....

### **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.