



**Tick off each of the following before you submit this application form.**

You are providing a letter of authorisation from the charity to benefit		
You have read the Charitable Collections Policy 2018 and relevant regulations		

**1. Applicant**

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state)
Full name (s)					
Contact address (with postcode)					
Telephone number					
Mobile number					
Email address					

**2. Charity to Benefit**

Name	
Address (with postcode)	
Charity Registration Number	
Purpose of charity	

**3. Collection Location**

The Guildford Borough Council's area consists of the town of Guildford and the following parishes: Albury, Artingdon, Ash, Compton, East Clandon, East Horsley, Effingham, Normandy, Ockham, Pirbright, Puttenham, Ripley, Seale, Send, Shackelford, Shalford, Shere, St Martha, Wanborough, West Clandon, West Horsley, Wisley and Worplesdon.

--

#### 4. Collectors

Exact number	
--------------	--

#### 5. Dates and Times

Date from:		Date to:	
------------	--	----------	--

Day	Start time	End time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

#### 6. Authorisation Given By (you must provide a letter of authorisation from the charity)

Name of individual	
Position of individual	

#### 7. Items Collected

Is it proposed to collect money?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
----------------------------------	------------------------------	-----------------------------

#### 8. Items Collected 2

Is it proposed to collect other property? If so, of what nature, and is it proposed to sell such property or to give it away or use it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, of what nature, and is it proposed to sell such property or to give it away or use it?		

#### 9. Remuneration

Is it proposed that remuneration should be paid out of the proceeds of the collection: (a) to collectors? (b) to other persons? If so, at what rates and to what classes of persons?
---

--

### 10. Other Authorities

Are applications being made for licences for collections for the same purpose in other areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, what local authorities? And, approximately, how many persons in all is it proposed to authorise to act as collectors?		

### 11. Previous Applications

Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a licence or order under the Act or had a licence or order revoked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes to the above give particulars.		

### 12. Other Applications

Is it proposed to promote this collection in conjunction with a street collection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is it desired that the accounts of this collection should be combined wholly or in part with the account of the street application?		

### 13. Declaration

Signature	
Date	

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB (email: [foi@guildford.gov.uk](mailto:foi@guildford.gov.uk)).