

FOR OFFICE USE ONLY:

Permit Number: _____

Location: _____

Day and Date of Collection: _____

**DERBYSHIRE DALES DISTRICT COUNCIL
APPLICATION FOR A STREET COLLECTION PERMIT**

<p>1. Name of organisation on whose behalf the collection is to be made. (Attach letter from the Charity/Organisation authorising the Permit Holder to collect)</p>	
<p>2. Aim of the organisation</p>	
<p>3. Is the above organisation a Registered Charity? If yes, please give Charity Number If no, please supply details of who/what organisation will benefit from the money raised</p>	<p>YES/NO</p>
<p>4. PERMIT HOLDER – FULL NAME and address INCLUDING Post Code of person responsible for the collection and in whose name the permit is to be issued. Telephone Number: (mandatory in case of urgent query)</p>	
<p>5. Please supply an Email address: (We prefer to email out permits as this service does not generate any income)</p>	
<p>6. Contact name, address and telephone number (if different from the above)</p>	
<p>7. LOCATION - Please state the town or village where you wish the collection to take place.</p>	
<p>8. DATE – Please state your preferred day and date. Give two alternatives in case the first date is not available.</p>	<p>Preferred Days/Dates: and Alternative Days/Dates: Alternative Days/Dates:</p>

SIGNATURE: _____ DATE: _____

PTO

Separate Forms must be completed for each Collection requested.

Form should be emailed to: licensing@derbyshiredales.gov.uk

All enquiries to licensing@derbyshiredales.gov.uk or by Telephone: 01629 761313 – please leave a message and a member of the Licensing Team will call you back.

Completed Income and Expenditure Statement Forms must be returned **no later than one month after the Collection**. Failure to comply with this requirement could result in future applications being refused

If the Collection does not take place, please submit the Income and Expenditure Statement Form stating that the Collection was cancelled, and why. Thank you.

Eileen Tierney
Licensing Manager
Derbyshire Dales District Council
Town Hall
Matlock
Derbyshire
DE4 3NN