



APPLICATION FOR A CAROL PERMIT

APPLICANT DETAILS

Title & Surname: _____
First Name(s): _____
Full postal address: _____

Postcode: _____ Email Address _____
Daytime tel. no : _____ Work tel. no. _____
Occupation: _____
Place and date of birth: _____
Do you represent a Company? YES NO
If yes please state Company House Reg. No.: _____
Have you ever made application to this authority for a Street Collection Licence?
YES NO
If yes please provide name of charity/society: _____

CHARITY/SOCIETY DETAILS

Name and address of the charity or fund to benefit from the collection _____

Objects of the charity or fund _____

Is beneficiary a registered charity? YES NO
Registered charity number: _____

PLEASE ENCLOSE WITH YOUR APPLICATION THE FOLLOWING DOCUMENTS AS APPLICABLE:

1. A copy of any agreement or particulars of any contract with the registered charity/society benefiting from this collection.
2. A copy of the current published accounts for the registered charity or in the case of societies not registered, a copy of the statement of accounts for the last financial year. **Unless already provided to us by the charity.**

Please be aware that if the required documents are not included with your application, the application will be incomplete and will not be considered.

PROPOSED COLLECTION DETAILS & PURPOSE

Date upon which it is desired to make the collection or sale in order of preference.

1. _____
2. _____
3. _____
4. _____

Is it your intention to make a street collection or to sell articles for charitable purposes? _____
 (Please state your intention and give brief details)

If selling articles please state:

1. Description of articles for sale: _____
2. Price of article: £ _____

Area of the City it is proposed to make the collection _____

Time of day it is proposed to make the collection _____

Is it proposed to link the collection with an activity of any kind? If so please give a brief description (all December applications must have a Christmas theme e.g. carol singing, fancy dress etc.)

ALLOCATION OF PROCEEDS

Will the whole of the collection (100%) be applied for the charity/fund? YES NO

If "No", state in general terms the amounts to be applied out of each £1.00:

Wages Commission £ Fund raising expenses £ Beneficiary £

Details of how proceeds of collection are to be utilized in South Wales region: _____

CONVICTIONS OR REFUSAL OF LICENCES:

Have you or, to your knowledge, anyone connected with this proposed collection, been refused a licence in respect of any collection for charitable, benevolent or philanthropic purposes, or had a licence/permit revoked; or has anyone connected with the proposed collection or organisation making this application held convictions for dishonesty offences?

YES NO

Is there currently, or has there been previously, been any inquiry by the Police or Charity Commission into any person organisation or charity involved with or to benefit from this proposed collection?

YES NO

If "Yes" applies to either question, please give full details on a separate sheet.

DECLARATION

I undertake to provide the Cardiff County Council, within 4 weeks of the collection taking place, a certified statement of income and expenditure using the Council's prescribed form for this purpose. I understand it must be verified by a qualified accountant.

I hereby authorise the Council to make such checks as they consider necessary to verify the information given above and give my consent to such checks being made with Police, other Authorities or the Charity Commission for this purpose. I certify that all material facts herein are true.


Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

SIGNATURE OF APPLICANT _____

DATE OF APPLICATION _____

This application should be completed and returned with the appropriate documentation to:-

**Licensing Section
City Hall
Cathays Park
Cardiff
CF10 3ND**

 **(029) 2087 1129 / 2087 1651**

NOTE TO APPLICANTS - ACTIVITIES IN PEDESTRIANISED AREAS

Activities in the pedestrianised areas require permission under Part 7A of the Highways Act 1980. Such permission is granted by Highways and Parks Service Area, Project Co-Ordination, Brindley Road, Cardiff. Telephone number 029 2078 2000.

You are advised to contact the Licensing Section to ascertain whether or not such permission is required for your activity or collection.