

GUIDANCE NOTES FOR APPLICANTS FOR PERMITS TO PROMOTE A CHARITABLE STREET COLLECTION OR SALE

Further to your enquiry with regard to obtaining a Permit to promote a charitable street collection or sale, please find enclosed:

1. An application form.
2. A copy of the Regulations with regard to street collections.
3. A list of persons to be contacted with regard to obtaining permission to collect in specific areas listed on the application form.

The following information outlines Leicester City Council's policy with regard to charitable street collections or sales, and the procedure to follow when making an application:

1. Applications must be lodged with the Licensing Authority no later than one month prior to the date of the proposed collection.
2. Leicester City Council currently has a policy regarding applications for charitable street collection permits which provides that:
 - (a) permits shall be granted to nationally recognized charities registered with the Charities Commissioners and to charities based in Leicester City;
 - (b) applications from organizations falling outside the above criteria shall be referred to the Environmental Services (Licensing) Sub-Committee for determination;
 - (c) permits will be granted on the basis of one Saturday collection per year per organization, but more than one weekday collection may be allowed.

Please note that applications requiring determination by the Environmental Services (Licensing) Sub-Committee will take longer to process and more notice may be required.

3. If you wish to collect at any of the 8 areas listed at question 7 on the application form, you must seek permission from the respective offices responsible for each area (see list attached). The Licensing Authority will require notification of any grant or refusal to use any of these areas prior to the issue of a permit.

Licensing staff can be contacted by telephone on (0116) 4543040 should you require any further assistance.