

# BEDFORD BOROUGH COUNCIL

Please ensure that you have read the relevant Guidance Notes before completing this Application Form

1. Name of Individual applying for the collection on behalf of the Charity or Fund below:

\_\_\_\_\_

Address of above individual: \_\_\_\_\_

\_\_\_\_\_

Telephone number of individual:

\_\_\_\_\_

2. Name of Charity or Fund, which is to benefit from the Collection:

\_\_\_\_\_

Address of Administrative Centre of the 'Charity':

\_\_\_\_\_

Objects of the 'Charity': \_\_\_\_\_

Charity Commission Number: (if applicable) \_\_\_\_\_

3. During which period of the year is the collection to take place? : \_\_\_\_\_

4. Please state the expected number of 'collectors' to participate in the Collection: \_\_\_\_\_

5. In what areas is the collection to take place: \_\_\_\_\_

6. Will you be collecting money or goods or both? (delete as appropriate)

MONEY/GOODS

(What is it proposed to do with the goods? \_\_\_\_\_)

7. How much do you estimate will need to be deducted for expenses (and for what purposes, indicating rates of remuneration if appropriate)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# public charitable house to house collections

8. In what other areas (outside the Borough of Bedford) have House to House Collection Licences been sought?

Where	Council concerned	Approximate Number of Collectors
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Is this House to House collection proposed in conjunction with a Street Collection?

YES/NO

If YES, please state dates of street collection applied for and (if approved) Permit Number:

Street Collection dates: \_\_\_\_\_ Permit Number: \_\_\_\_\_

(Are combined accounts to be provided? YES/NO)

10. Have you, or anyone associated with the promotion of the collection, been refused a House to House Collection Licence or Street Collection Permit (or had such a Licence/Permit revoked)?

YES/NO

If YES, please state details: \_\_\_\_\_

11. Is the 'Charity' registered/ exempted from registration under the War Charities Act 1940?

YES/NO

If YES, please state details of the registration: \_\_\_\_\_

### Declaration by the Applicant

I hereby declare that I have read and understood the guidance notes for this Licence application.

I hereby apply to the Bedford Borough Council for a Licence to hold a public charitable House to House Collection and, if the same is granted, I undertake to comply with all statutory provisions and Regulations relating to the same and accept that if I infringe or neglect to comply with any of the conditions subject to which the Licence is held, the same shall be liable to be suspended or revoked by the Council.

I also declare that all the information I have given in applying for a Licence is correct (to the best of my knowledge) and I undertake to inform the Chief officer with delegated responsibility for licensing matters for Bedford Borough Council immediately of any changes to the information I have provided whilst my application is being considered and should a Licence be granted, during the period of that Licence.

(Signed) \_\_\_\_\_ (Date) \_\_\_\_\_

(Name – please print) \_\_\_\_\_

Whilst your application is being processed if you wish to authorise a person(s) to whom Bedford Borough Council can disclose information on the progress of your application please indicate below the individual(s):

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

If you are granted a Licence do you wish the above individual(s) to continue to be authorised for disclosure.

Yes

No

**Return by post to: Licensing Service, Borough Hall, Cauldwell Street,  
Bedford MK42 9AP or by email [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk)**

## Data Protection Privacy Advice

Through the relevant application/notice forms, accompanying documentation associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Other Council's Services (when appropriate)
- Other Local Authorities
- Charity Commission

In respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at [www.bedford.gov.uk](http://www.bedford.gov.uk) or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk). Further contact details are available upon request.