

**UNIFORM REF:**

**Licensing Section**

Civic Offices, Guildhall Square, Portsmouth, PO1 2AL

Tel: 023 9283 4073

Fax & Answerphone: 023 9283 4811

Email: [licensing@portsmouthcc.gov.uk](mailto:licensing@portsmouthcc.gov.uk)



**Portsmouth**  
CITY COUNCIL

Opening Hours – Mon-Thurs 8.30am-5.00pm Fri 8.30am-4.00pm

**APPLICATION FOR LICENCE TO PROMOTE A HOUSE TO HOUSE  
COLLECTION**

I wish to apply for and promote a house to house collection in Portsmouth. I have personally completed the application below and have been honest in giving this information. I have not made any false statement and know it is a serious offence to give false or misleading information in support of my application.

Signature of promoter

Date

**ABOUT YOURSELF**

Title:

First Name(s):

Surname:

Birth Date:

Age:

Home Address Number:

Street:

District:

Town:

County:

Postcode:

Telephone:

Mobile:

Email:

**CHARITABLE PURPOSE PARTICULARS**

Use this section to tell us who will receive the proceeds of your collection.

Name:

Address Number:

Street:

District:

Town:

County:

Postcode:

Telephone/Fax:

Email:

Charity/Organisation to benefit – please mark with endorsement stamp in this box and date please.

Date:

Is your organisation a registered charity? *Tick appropriate box.*

**YES**

**Reg No:**

**NO**

Has the applicant, charity or organisation ever been refused a licence or had a licence revoked? *Tick appropriate box.*

**YES**

**NO**

If **YES** please tell us:

Name of local authority refusing: .....

Date: ..... Reason for refusal: .....

Has the applicant, charity or organisation any affiliation or links with any other charity or fundraising organisation? *Tick appropriate box.*

**YES**

**NO**

If **YES** please tell us:

Name of other organisation: .....

How affiliated or linked: .....

**COLLECTION DETAILS**

Please tell us during what time period it is proposed that the collection should be made

From  To

Do you wish to collect in the whole city? *Tick appropriate box.* **YES**  **NO**

If **NO**, please tell us in which area(s) you wish to collect?

.....  
.....

Will proceeds be used for: *Tick appropriate box.* Local funds  National funds

Will you collect money? **YES**  **NO**

Will collectors or other persons get paid from the proceeds? **YES**  **NO**

If **YES**, please tell us which persons .....

and at what rate (ie flat fee, percentage, hourly) .....

Will you collect property? **YES**  **NO**

If **YES**, please explain if it will be used, sold or given away? .....

Will you sell goods or articles for charitable purposes? **YES**  **NO**

If **YES**, please describe goods or articles to be sold .....

How many collectors will be authorised? .....

Is application being made to other local authorities? **YES**  **NO**

If **YES**, please state with authorities .....

Are the proceeds to help a war charity and is the charity Registered or exempted under the War Charities Act 1940? **YES**  **NO**

If **YES**, please tell us:

Name of Registration Authority .....

Date of Registration/Exemption .....



## CONVICTIONS

Are there any criminal convictions or pending prosecutions recorded against the applicant or officers of the charitable or other organisations? *Tick appropriate box.*

YES

NO

If **YES**, please tell us:

Date of conviction (or next hearing)	Offence	Sentence (if applicable)

### FOR OFFICE USE

Date received

Approved

Date Licence Issued

*Portsmouth City Council will process your personal information in accordance with data protection law. The personal details provided by you will be used for licensing service purposes. Your details will be held on a database and where the law allows, may be shared with other departments within the council to update details they hold about you. The council may also be required to disclose personal information to third parties (such as Police, Department for Work and Pensions or for the National Fraud Initiative) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.*

*For further information about how the Council collects and uses personal information please visit our website: <https://www.portsmouth.gov.uk/ext/the-council/data-protection-privacy-notice>*