

Licensing Section

Civic Offices, Guildhall Square, Portsmouth, PO1 2AL

Tel: 023 9283 4073

Fax & Answerphone: 023 9283 4811

Email: licensing@portsmouthcc.gov.uk



Portsmouth
CITY COUNCIL

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

STREET AND HOUSE TO HOUSE COLLECTIONS

OFFICIAL RETURN Detailing STATEMENT OF INCOME AND EXPENDITURE

INTRODUCTION

A promoter of a street and/or house to house collection has a duty to provide information about monies raised from charitable collections. This is done by submitting a statement 'statement of income' to us **within 1 month** of the collection date(s). This statement must be countersigned by both the promoter and another independent responsible person.

Sometimes promoters will collect for a charitable or other purpose by way of simultaneous street and house to house collection(s). This statement of income can therefore be used to show either:

- The income/expenses for a street collection
- The income/expenses for a house to house collection
- The income/expenses for BOTH types of collection held during the same period.

WARNING

Promoters must satisfy us as to the 'proper application of the collection proceeds'. We may, on occasion, ask you to provide further information to support your statement of income and expenditure.

THIS IS AN INFORMATION LEAFLET AND NOT A STATEMENT OF LAW OR HOW WE WILL DEAL WITH EACH INDIVIDUAL APPLICATION.

CHARITABLE PURPOSE PARTICULARS

(use this section to tell us who will receive the proceeds of your collection)

Name of organisation:

Address:

County:

Postcode:

Telephone:

Fax:

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

Date:

PROMOTER'S DETAILS

Title:

First Name(s):

Surname:

Birth Date:

Age:

Home Address:

County:

Postcode:

Telephone:

Mobile:

INCOME & EXPENDITURE DETAILS

STREET COLLECTION

Description		Amount
From collecting boxes		£
Interest		£
	DEDUCT	
Printing/Stationery		£
Postage		£
Advertising		£
Other		£
Balance to charitable purpose		£

HOUSE TO HOUSE COLLECTION

Description		Amount
From collecting boxes		£
From sale of property received		£
Interest		£
	DEDUCT	
Printing/Stationery		£
Postage		£
Advertising		£
Payment to collectors (if approved by the council)		£
Balance to charitable purpose		£

COLLECTION DETAILS

Date(s) of collection _____

From

To

Did you collect in the whole city? YES | NO tick appropriate box

If NO, please tell us in which area(s) you collected

Will proceeds be used for:

Local funds

National Funds tick appropriate box

DECLARATION

WARNING

It is an offence to fail to submit a statement of income and expenditure or to knowingly provide false information to the council.

I hereby certify that the details given overleaf
PROMOTERS NAME

are a true account of the income and expenses associated with the collection(s) and that the balance(s) shown have been used for the charitable purpose.

Signature

Date

I hereby certify that I have obtained all the
INDEPENDENT RESPONSIBLE PERSON

information and explanations required by me and that the above is, in my opinion, a true account of the income, expenses and proceeds of the collection(s).

Signature

Date

Home Address:

County:

Postcode:

Telephone:

Mobile:

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>