

Collection details

Date(s) of collection From To

Did you collect in whole city? Yes No

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

Will proceeds be used for:

Local funds National Funds

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 **PROMOTERS NAME** hereby certify that the details given overleaf 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 **INDEPENDENT RESPONSIBLE PERSON** hereby certify that I have obtained all the 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

Address:

County: Postcode:

Telephone:

Mobile:

Licensing Section Civic Offices
Guildhall Square Portsmouth PO1 2AL

Telephone: 023 9283 4830 / 4073

Fax/Answerphone: 023 9283 4811

(Secure in our office)

Email: licensing@portsmouthcc.gov.uk

www.portsmouth.gov.uk

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>



Corporate member of
Plain English Campaign
Committed to clearer communication.

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For office use

Date received

/ /

Approved

Yes / No

Street and House to House Collections

Official return detailing statement of income and expenditure

www.portsmouth.gov.uk



To be read in conjunction with:

- Charitable collections with a street collection permit
- Promoting a charitable collection from house to house in Portsmouth

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 statutory "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.

Further copies of these return forms are available on demand - please telephone us during office hours and we will send them to you.

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	£ <input type="text"/>
Interest	£ <input type="text"/>
Deduct	
Printing / Stationery	£ <input type="text"/>
Postage	£ <input type="text"/>
Advertising	£ <input type="text"/>
Other	£ <input type="text"/>
Balance to charitable purpose	£ <input type="text"/>

House to house collection



Description	Amount
From collecting boxes	£ <input type="text"/>
From sale of property received	£ <input type="text"/>
Interest	£ <input type="text"/>
Deduct	
Printing / Stationery	£ <input type="text"/>
Postage	£ <input type="text"/>
Advertising	£ <input type="text"/>
Payment to collectors (if approved by the council)	£ <input type="text"/>
Balance to charitable purpose	£ <input type="text"/>