



Lancaster City Council
Directorate for Communities and the Environment
Licensing Section
Morecambe Town Hall
Marine Road East
Morecambe LA4 5AF
Telephone (01524) 582033
Email: licensing@lancaster.gov.uk



APPLICATION FOR A PERMIT TO HOLD A STREET COLLECTION

1.	Name and address of society, committee or other body for whom the proposed collections is taking place for:	Name of Society / Committee: Registered Office Address: Tel number: Email:
2.	Function of Society etc.	
3.	Are you a registered charity? If YES, please give the registration number. If NO, please provide supporting information including most recently completed accounts	
4.	Details of Applicant	Name: Home Address: Tel number: Email:
5.	Where is it proposed to make a collection? a) within Lancaster, or; b) Morecambe, or; c) Carnforth and rural areas	<i>Please select one area only</i>

6.	Please specify date and time for proposed collection? <i>(please put am / pm next to hours)</i>	Date: Time from: Time to:
7.	Number of Collectors	
8.	Purpose of Collection	
9.	Will the proceeds pass into a Local or National account?	
10.	If into a National account, for what Local purposes is that account used for?	
11.	Has the organisation / body had a previous collection in the district of Lancaster City Council?	Yes / No
12.	If so, (a) when was the most recent; (b) and how much was raised; (c) was a return made;	(a) (b) (c)
13.	Signature of Applicant: Print name: Signing on behalf of: Date:	

NOTES:

Please return this form fully completed along with a recent SUPPORTING LETTER*, which authorises the person to collect on behalf of the society unless exemption certificate received by Licensing Section.

* Less than 30 days old from the date of the application

All applications / supporting letters must be submitted to the Licensing Section at least 30 days before the proposed collection.

Once received, the application will be granted if the dates requested, are available.