

**APPLICATION TO SUBMIT A RETURN FOR
A HOUSE TO HOUSE COLLECTION**



Name of Chief Promoter: _____

Address of Chief Promoter: _____

Date of Collection: _____

Name of Charity benefitting from Permit: _____

| <i>Proceeds of Collection</i> | <i>Amount £</i> | <i>Total £</i> | <i>Expenses & Application of Proceeds</i> | <i>Amount £</i> | <i>Total £</i> |
|-------------------------------|---------------------|--------------------|---|---------------------|--------------------|
| From Collecting Boxes | | | Printing & Stationery | | |
| | | | Postage | | |
| Interest on Proceeds | | | Advertising | | |
| | | | Collecting Tools | | |
| Other Items: | | | Other Items: | | |
| | | | | | |
| | | | | | |
| | | | Disposal of Balance (insert particulars) | | |
| | | | | | |
| Total | | | Total | | |

Certificate of Chief Promoter

I certify that to the best of my knowledge and belief, the above is a true account of the proceeds, expenses and application of the proceeds of the collection to which it relates.

Signature: _____

Date: _____

Certificate of Auditor

I 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 proceeds, expenses and application of the proceeds of the collection to which it relates.

Signature: _____

Date: _____



General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.

Under the GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA is a Data Controller for the information it holds about you. The Council will hold the information above provided by you for assessing your application. The lawful basis under which the Council uses personal data for this purpose is Public Task.

The information provided by you includes the following special categories of personal data:

- **Physical or Mental Health**
- **Genetic / Biometric data**
- **Criminal History (including motoring offences)**

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for a period of 6 years. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement: www.ashfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the address at the bottom of this form or by email to dpo@ashfield.gov.uk . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

Declaration

I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge.

I understand that if I knowingly or recklessly make a false statement or omit any material particularly in giving information as part of this application I shall be committing an offence and will be liable for prosecution.

I confirm I have read the General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice above.

Signature of Chief Promoter: _____ **Date:** _____

Please send your completed Return to:

Licensing Team, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottinghamshire, NG17 8DA, or by email to: licensing@ashfield.gov.uk

Should you require any assistance, please contact us either by email, or by telephone: 01623-457589.