

# STREET COLLECTION PERMIT - FORM OF STATEMENT

TO BE KEPT BY YOU, UNTIL AFTER THE COLLECTION, THEN TO BE COMPLETED AND RETURNED TO US, WITHIN ONE MONTH FROM THE DATE OF THE COLLECTION.



**PLEASE COMPLETE ALL SECTIONS\***

Name and Address of the person to whom the permit was granted:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **PERMIT NO:** .....

Name of the Charity or Fund: \_\_\_\_\_

Date of Collection: \_\_\_\_\_

Proceeds of Collection	Amount	Expenses & Application of Proceeds	Amount
From Collecting Boxes		Printing & Stationery	
Interest on Proceeds		Postage/Advertising/	
Other Items:		Collecting Boxes/Badges	
		Emblems/Other Items	
<b>TOTAL</b>	£	<b>TOTAL</b>	£
Date Statement required under Regulation 16 has been published in a newspaper circulating in the Brighton & Hove area			

## CERTIFICATE OF THE PERSON TO WHOM THE PERMIT WAS GRANTED

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.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## CERTIFICATE OF RESPONSIBLE PERSON: ACCOUNTANT / TREASURER / FINANCE OFFICER / BANK PERSONNEL

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.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Qualification: : \_\_\_\_\_

**\* THIS FORM WILL ONLY BE ACCEPTED ONCE SIGNED BY BOTH THE APPLICANT AND A RESPONSIBLE PERSON. THIS ALSO APPLIES TO NIL RETURNS**

**BRIGHTON & HOVE CITY COUNCIL**  
**STREET COLLECTION REGULATIONS**

Regulation 16 States:-

1. Within one month after the date of any collection the person to whom a permit has been granted shall forward to the Council:-
  - (a) A Statement in the form set out in the Schedule to these Regulations, or in a form to the like effect; showing the amount received and the expenses and payments incurred in connection with such collection and certified by that person and a qualified accountant.
  - (b) A list of the Collectors.
  - (c) A list of the amounts contained in each collecting box; and shall, if required by the Licensing Authority, satisfy it as to the proper application of the proceeds of the collection.
2. The said person shall also, within the same period, at the expense of that person publish in such newspaper or newspapers as the Council may direct a statement showing the name of the person to whom the permit has been granted, the area to which the permit relates, the name of the Charity or Fund to benefit, the date of the collection, the amount collected and the amount of the expenses and payments incurred in connection with such collection.
3. For the purposes of this Regulation "a Qualified Accountant" means a member of one or more of the following bodies:-

The Institute of Chartered Accountants in England and Wales;

The Institute of Chartered Accountants of Scotland;

The Association of Certified Accountants or;

The Institute of Chartered Accountants in Ireland.