



IT IS STRONGLY ADVISED THAT YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION AS INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED BY ORDINARY POST DELAYING YOUR APPLICATION.

FOR OFFICIAL USE ONLY

Date of receipt of application			
Acknowledgement		Decision	
Date to Police		Date of determination	

IMPORTANT – ALL QUESTIONS MUST BE ANSWERED

Question 1 – Personal details

*First name	*Middle name(s)	*Surname
*Age	*Date of birth	*Place of birth
*Previous name(s)		*National Insurance Number
*Length of time resident in the U.K.	*Nationality	
*Permanent address	Previous address	
*Post code	Post code	
Time resident at this address	E-mail address	
*Telephone number	Mobile number	

*DELETE AS APPROPRIATE

Question 2– State the charitable funds or organisation to which the proceeds of the collection are to be applied.

Is this collection to be :-	
A House to House	Yes/No*
A Street Collection	Yes/No*
In what parts of West Lothian do you intend to carry out the collections (specify towns and villages)	
<p>Note: If Almondvale Shopping Centre is required please specify. You need to contact the Centre Management to confirm the dates you require are available and have their agreement in writing before submitting this application.</p>	

Question 3

Specify the particular date(s) and hours of each day when it is proposed that a collection should be made					
Approximately how many persons is it proposed to authorise to act as collectors					
How will they be identified					
Is it proposed that remunerations should be paid out of the proceeds of the collections to If so, at what rate and to what classes of person	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Collectors</td> <td style="width: 70%;">Yes/No*</td> </tr> <tr> <td>Other Persons</td> <td>Yes/No*</td> </tr> </table>	Collectors	Yes/No*	Other Persons	Yes/No*
Collectors	Yes/No*				
Other Persons	Yes/No*				

Question 4

Has the applicant or, to the knowledge of the applicant, anyone associated with the promotion of the collection been refused a permit for a charitable collection under the Act, or had such a licence revoked.	Yes/No
If so, please give particulars, including the name of the Licensing Authority and date of refusal.	

Question 5 –Further details

(a)Have you ever been convicted of any crime or offence? If answer is yes please provide details below; continue on separate sheet if necessary.			yes/no*
Date	Court	Offence	Sentence

SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974, ALL UNSPENT CRIMES AND OFFENCES MUST BE DECLARED (SEE NOTE 1 OF THE ATTACHED GUIDANCE NOTES).

Declaration by applicant

I declare that the information given by me on this form is correct to the best of my knowledge and belief.

Date	Signature of applicant

Privacy Statement – Data Protection

All personal information that you supply will be used to process your application in accordance with data protection law and the Civic Government (Scotland) Act 1982. In terms of the 1982 Act we are required to share this information with the following bodies:-

- Police Scotland; and where the licensed activity takes place within premises,
- the Scottish Fire and Rescue Service or other enforcing authority under Part 3 of the Fire (Scotland) Act 2005

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

Some of the information provided by you on this form will be held on a register which is available for inspection by members of the public.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team’s webpage <https://www.westlothian.gov.uk/licensing>. A copy of our Privacy Notice is available on request by contacting the Licensing Team, email: licensing@westlothian.gov.uk, telephone: 01506 281632.

This application form, when completed must be submitted in person by the applicant at Arrochar House, Civic Square, Livingston with proof of ID and current home address no later than 35 days before the proposed date of commencement of the collection.

Civic Government (Scotland) Act 1982 Section 119

REGULATION OF CHARITABLE COLLECTIONS

- (1) Subject to the provisions of this section, any person who organises a public charitable collection in respect of which the local council for the area in which it is to be held have not given their permission under this section shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £200.
- (2) Subsection (1) above does not apply to a collection which takes place in the course of a public meeting or to a collection which takes place by means of unattended receptacle kept in a fixed position in a public place.
- (3) An application for permission under this section shall be made to the local council by the organiser of the collection ***not later than 35 days before the date of collection***, or within such other period as the council may fix.
- Note: Where less than 35 days notice is given, the Council will not process the application.**
- The application must be submitted in person at Arrochar House, Civic Square, Livingston with proof of ID and current home address of the applicant.
- (4) On receipt of an application for permission under this section the local council shall consult with the chief constable for the area which comprises or includes their area and may make such other inquiries as they think fit.
- (5) In granting the permission under this section a local council may, subject to the provisions of any regulations made under subsection (13) below, impose such conditions as they think fit, having regard to the local circumstances in which the collection is to be held, including conditions -
- (a) specifying the date, time or frequency of the collection;
 - (b) specifying the area within which it is to take place;
 - (c) regulate its conduct;
 - (d) specifying the form of the collection boxes, other containers and any other articles used for the purposes of the collection, and;
 - (e) as to any other matter relating to the local circumstances of the collection.
- (6) A local council may refuse to grant permission under this section on any of the following grounds -
- (a) that the date, time, frequency or area of the collection would cause undue public inconvenience;
 - (b) that another collection in respect of which permission under this section has been granted or which is exempt under subsection (11) below is due to take place on the same or proximate day;
 - (c) that it appears to them that the amount likely to be applied for charitable purposes in consequence of the whole collection is inadequate having regard to the likely amount of the proceeds of the collection; that the organiser of the collection has been convicted of an offence under section 5 of the Police, Factories, etc. (miscellaneous Provisions) Act 1916, or the House to House Collections Act 1939, or under regulations made under subsection (13) of this section, or of any other offence which involves dishonesty or the commission of which would be likely to be facilitated by the grant of permission under this section.
- (7) A local council may -
- (a) if they have reason to believe that there has been a change in the circumstances which prevailed at the time when they granted a permission under this section and they are of the opinion that, in consequence, grounds of refusal under subsection (6) above apply, withdraw the permission or vary any condition imposed by them under subsection (5) above in relation to that permission;
 - (b) if they have reason to believe that there has been, is or is likely to be a breach of any condition imposed by them under subsection (5) above, withdraw a permission under this section.

- (8)** Where permission for a collection is refused under subsection (6) above or withdrawn under subsection (7) above, the local authority shall give written notice of that fact to the organiser of the collection and such notice shall include a statement of the reasons for such refusal or withdrawal.
- (9)** The organiser of a collection may appeal to the sheriff against the decision of a local council -
- (a)** under subsection (6) above, refusing permission for a collection;
 - (b)** under subsection (7) above, withdrawing such permission;
 - (c)** under subsection (5) above, imposing any condition;
 - (d)** under the said subsection (7), varying any condition, and an appeal under this subsection shall be made by way of summary application and shall be lodged with the sheriff clerk within 14 days of the date of the decision appealed against or, in a case where reasons for a decision have been given, within 14 days from the date of receipt of those reasons.
- (10)** In upholding an appeal under subsection (9) above, the sheriff may -
- (a)** remit the case with the reasons for his decision to the local council for reconsideration of their decision; or
 - (b)** reverse or alter the decision of the local council.
- (11)** If he is satisfied that a person pursues charitable purposes throughout the whole or substantial part of Scotland, the Secretary of State may direct that that person shall, subject to such conditions as may be specified in the direction, be exempt from subsection (1) above.
- (12)** A direction made under this subsection may be revoked or amended by a further direction so made.
- (13)** Subject to the provisions of this section, the Secretary of State may make regulations for the purposes of regulating public charitable collections and, without prejudice to that generality, regulations may include provision about keeping and publication of accounts, provision for the prevention of annoyance to the public and provision making it an offence to fail to comply with any obligation imposed by the regulations which is specified in the regulations as an obligation breach of which on summary conviction to a fine not exceeding £50 or such a lesser sum as may be specified in the regulations.
- (14)** Regulations under this subsection shall be made statutory instrument subject to annulment in pursuance of a resolution of either House of Parliament.
- (15)** Section 5(3) of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, the House to House Collections Act 1939, and section 7(2) of the War Charities Act 1940, shall cease to have effect and in section 7(1) of the said Act for 1940, for the words "collection as defined by the House to House Act 1939" there shall be substituted the words "public charitable collection within the meaning of section 119 of the Civic Government (Scotland) Act, 1982".
- (16)** in this section "public charitable collection" means a collection from the public of money (whether given by them for consideration or not) for charitable purposes taken whether in a public place or by means of visits from place to place and "charitable purposes" means any charitable, benevolent or philanthropic purposes whether or not they are charitable within the meaning of any rule of law.