

**ABERDEEN CITY COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR PERMISSION TO HOLD A PUBLIC CHARITABLE COLLECTION**



EACH QUESTION MUST BE ANSWERED - USE BLOCK CAPITALS

(1)	(a)	Name of Charity			
	(b)	Address of Head Office			
	(c)	Address of main premises in Scotland (if any)			
	(d)	OSCR Registration details (if registered in Scotland, if registered elsewhere, please provide equivalent registration details)			
(2)	(a)	Full name of applicant who must be the organiser of the collection.			
	(b)	Age and Date of Birth of applicant			
	(c)	Address of applicant			
	(d)	telephone number			
	(e)	email address.			
(3)	Application is being made for: (Please tick as appropriate)		Street Collection	House to House Collection	Other
	If "Other" please describe manner of Collection				
(4)	How will the money collected be used?				
(5)	Over what area or in what location(s) is it proposed that the collection should extend?				
(6)	State date or dates on which it is proposed that the collection should be made. (See Note 2 overleaf before completing this section)				
(7)	Is the collection to be held as part of a wider organised event connected to the charitable purpose? If YES please provide details of the organised		YES / NO		

event.	
(8) Approximately how many persons is it proposed to authorise to act as collectors in the area of the Licensing Authority to which the application has been made?	
How will they be identifiable?	
(9) Is it proposed that remuneration should be paid out of the proceeds of the collection?	
(a) to collectors?	
(b) to other persons?	
If so, at what rates and to whom?	
(10) Will the proposed collection involve the sale or service of food? (Answer YES or NO only)	
(11) Has the applicant ever been convicted of any crime or offence? (Answer YES or NO only)	
(12) Please provide specimen signatures of any persons other than the applicant who are to be authorised to sign collectors' certificates.	
(13) If you are intending to use additional equipment (i.e. Gazebos or tables etc) have you consulted and gained permission from the Roads department?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please contact the Roads department via the following email address: RoadworksCoordination@aberdeencity.gov.uk

I declare that the particulars given by me on this form are, to the best of my knowledge and belief, correct.

I ATTACH A SPECIMEN OF THE CERTIFICATE TO BE ISSUED TO COLLECTORS

Date _____

Signature _____
(Applicant)

IMPORTANT

1. Applications must be submitted **NOT LATER THAN ONE MONTH** before the date of the proposed collection.
2. Collections are permitted as follows:
 - a) Street collection (Flag Day) on any three days in a week but not on consecutive days and every day in December except Sundays and Public Holidays. Collections to be conducted at related organised events are to be permitted on any day of the week required in connection with the said event.
 - b) House to House Collections one week Monday to Friday inclusive allowed per charity.
 - c) Other collection (e.g. pub-crawl, Carol Singing, book sales) any number of collections may be allowed at any time at the discretion of the Head of Legal and Democratic Services.

When completed, this form should be returned to the Legal Services, Governance, Aberdeen City Council, Business Hub 6, First Floor South, Marischal College, Broad Street, Aberdeen, AB10 1AB. For assistance in completing the form, please telephone Licensing on (01224) 522449.

Your data: public charitable collection

How we use your information

Aberdeen City Council, as the Licensing Authority, collects and records the personal information you provide in this form, along with supporting documentation, in order to process your application for permission to hold a public charitable collection.

In processing and determining your application, the Council as Licensing Authority will share the information you have provided with (1) the Chief Constable, Police Scotland, and (2) the members of the Licensing Committee when they require to determine your application.

If your application requires to be considered at a meeting of the Licensing Committee, or its Sub-Committee, an agenda will be prepared for the hearing of your application. In order to publish the agenda for the meeting the relevant information provided on your application is uploaded to an electronic committee management system.

The Council doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law, which may include HMRC.

If your application is granted, you will be required to submit accounts within one month of your collection which require to be certified by you and an independent person appointed to act as auditor.

How long we keep your information for

If your application for permission to hold a collection is granted, the application form, accounts and related documents will be retained by the Council's Licensing Team for a period of two years, from the date of the collection. If your application is withdrawn or refused the application form and related documents will be retained for a period of two years from the date of withdrawal or refusal.

In the event your application is considered by the Licensing Committee, the Committee meeting agenda, minutes and accompanying papers including limited details of your application, provided it was not deemed confidential, are published on the Council's website indefinitely. If the Committee has deemed your application confidential and considered it in private, the minute which is published will be anonymised.

Your rights

You have rights in relation to your data, including the right to ask for a copy of it. See the [Your Data](#) page for more information about all the rights you have, as well as the contact details for the Council's Data Protection Officer. You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

Our legal basis

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal bases for processing personal data in relation to your application for a licence is Article 6(e) and Article 9(g) of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority under Part 9, Section 119 of the Civic (Government) (Scotland) Act 1982 and as such requires to process some information which is classified as special category under GDPR for reasons of substantial public interest.