

APPLICATION FOR A STREET COLLECTION PERMIT

(For permission to collect money or sell articles in streets or public places within the area of the Borough Council for the benefit of charitable or other purposes)

Borough Council of
King's Lynn &
West Norfolk



PLEASE NOTE THAT APPLICATIONS SHOULD BE MADE AT LEAST FOUR WEEKS PRIOR TO THE REQUIRED COLLECTION DATE

1	Name & Address of person who wishes to promote a collection:		
	Email Address: @	
	Telephone Number:		
2	Name and address of organisation/charity/fund etc which will benefit from the proceeds: (Please include website if applicable)		
3	Objects of the Charity or Fund:		
4	Disposal of receipts: Will any deductions be made for expenses, including collectors or other purposes? (Please tick as appropriate) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
5	If any deduction is to be made state for what purpose and give an estimate of the sum which will be deducted.		
6	Date <u>and</u> times upon which it is desired to make the collection or sale:	Date(s):	
		Time(s):	
7	Centre(s)* or area within which it is desired to make the collection or sale: *Please note prior permission is required from the Vancouver Quarter Centre Manager before you can collect on the Vancouver Quarter area within Kings Lynn.		

8	Method to be adopted in making the collection:	
9	Do you wish to have a display or some form of attraction?	
10	Approximate number of collectors or vendors:	
11	Is application being made for a permit for a collection or sale for the same purpose in other districts? If so, where?	
12	Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection or sale been refused a permit or had a permit revoked. If so, give particulars.	
13	Give the name of newspaper(s) in which details of the collection will be published in accordance with paragraph 16(2) of the Council's Street Collection Regulations:	

Signature & declaration of applicant:

I hereby apply for a permit authorising me to promote the collection of which particulars are given above and I declare my answers to the above questions to be correct in every respect.

I have read the Borough Council's Street Collection Regulations and should this application be permitted I agree they will be strictly adhered to. I also understand that no collection shall take place within the Vancouver Quarter within Kings Lynn Town Centre without seeking prior permission from the Vancouver Quarter Centre Manager.

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Police, Factories & C. (Miscellaneous Provisions) Act 1916 as amended by the Local Government (Miscellaneous Provisions) Act 1972

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](#) page which can be found at the following link <https://www.west->

norfolk.gov.uk/privacy. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner](#), website: <https://ico.org.uk/> .

Signature:		Date:	
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PLEASE RETURN TO:

**Licensing Team,
Environmental Health & Housing
Borough Council of King's Lynn & West Norfolk
Kings Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX**