

**Civic Government (Scotland) Act 1982**

APPLICATION FOR:-

**PERMISSION TO HOLD A PUBLIC CHARITABLE COLLECTION(S)**

PLEASE COMPLETE THE QUESTIONS IN BLOCK CAPITALS

**QUESTION MUST BE ANSWERED**

1. Full Name of Applicant (who must be the organiser of the collection)	<b><u>Surname</u></b>	<b><u>First Name(s)</u></b>
2. Home Address		
3. Postcode		
4. Address for correspondence relating to this application (if different from the one above)		
5. Postcode		
6. Email Address of Applicant		
7. Telephone Number(s)		
8. Date and Place of Birth	<b><u>Date of Birth</u></b>	<b><u>Place of Birth</u></b>

of charitable or other body on behalf the organiser is acting.

particulars of the charitable to which the proceeds of proposed collection(s) are to be ***Full details should be provided the applicant must submit a copy of the organisation's most recent accounts and any other documents providing information regarding the organisation with this application form.***

Details below of the Proposed Collection(s)

<b>LOCALITY/LOCALITIES (i.e. town or village) IN WHICH COLLECTION(S) ARE TO BE HELD</b>	<b>COMMENCEMENT DATE(S)</b>	<b>CLOSING DATE(S)</b>	<b>TYPE OF COLLECTION(S) PROPOSED (see note below)</b>

<p>Approximately how many persons is it proposed to act as collectors in the area of the Authority to which the application is made?          They be identified?</p>	
<p>Is it proposed that remuneration should be paid on the proceeds of the collection –</p> <p>a. To collectors?          b. To other persons?</p> <p>At what rates and to what classes of persons?</p>	<p>(a) YES/NO          (b) YES/NO</p>

**DECLARATION**

<p>Has the Applicant or, to the knowledge of the Applicant, anyone associated with promotion of the collection, been refused a Licence or order under the Act and a Licence or order revoked?          Give the particulars, including the name of the Authority and the date of refusal or revocation.</p>	<p>YES/NO</p>
<p>Has the Applicant been convicted of any crime under the Act?          Subject to the provision of the Rehabilitation of Offenders Act 1974, give details.</p>	<p>YES/NO</p>

**I/We declare that I/We have read the terms of this application form and any related guidance. I declare that the particulars given by me on this form are, to the best of my knowledge and belief, correct and the appropriate persons have read the attached privacy notice.**

Date: .....

Signature of Applicant/Agent: .....

Address of Agent (if any):  
 .....  
 .....

Position of Applicant in the Company or other Organisation if not .....  
 otherwise stated:

**Please read the following notes prior to submitting your application:-**

Applications should be submitted by email to [licapps@aberdeenshire.gov.uk](mailto:licapps@aberdeenshire.gov.uk) or alternatively by post to Aberdeenshire Council, Legal & People, Viewmount, Arduthie Road, Stonehaven. AB39 2DQ

## **NOTES**

Any person who in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2500.

### **GDPR**

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application **MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.**

forwarded to the following consultee(s)

- Police Scotland

### ***Application Fee***

There is no application fee for an Application for Permission to Hold a Public Charitable Collection

### ***The following documents require to be submitted with your application:-***

The following documents require to be submitted with your application:-

- Completed Application Form
- A copy of the organisation's most recent financial accounts
- Any other documents providing information regarding the organisation you are collecting for e.g. letter of consent (where applicable).

<b>FOR OFFICIAL USE ONLY</b>	
DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?						
BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF

## PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.  
 Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- The processing of your application for a public charitable collection
- The determination of your application for a public charitable collection
- The issue of any permission to hold a public charitable collection Granted
- Inclusion on the Register of public charitable collections available for public inspection
- Ensuring compliance with the terms of your permission to hold a public charitable collection
- The processing of any complaints made in respect of your permission to hold a collection
- The determination of any complaints made in respect of your permission to hold a collection

Your Information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

*If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.*

Your information will be shared with the following recipients or categories of recipient:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• <i>Police Scotland</i></li> <li>• <i>Some information will also be shared with the Public as part of the online processing of applications Public Charitable Collections or investigation of complaints/reviews of licences and via the Register of Public Charitable Collections</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>OSCR – where required to do so</i></li> <li>• <i>Civic Licensing Standards Officers</i></li> </ul> |
|---|--|

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

*NOT APPLICABLE*

The retention period for the data is:

- (1) Where an application for the grant of a licence, permit or permission is refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of two years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to a licence, permit or permission will be retained for a period of two years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.