

GLASGOW CITY COUNCIL

CIVIC GOVERNMENT (SCOTLAND) ACT, 1982

APPLICATION FOR PERMISSION TO HOLD A PUBLIC CHARITABLE COLLECTION

Before completing this form please read the notes and regulations appended hereto.

Complete Question 1 or Question 2 but not both (see notes).

All other questions must be answered.

1. (a)	Full name, address and date of birth of applicant who must be the organiser of the collection.	
(b)	Telephone number.	
(c)	Particulars of the charitable purposes to which the proceeds of the collection are to be applied.	
(d)	Name, address and date of birth of the person who shall be an independent responsible person or a qualified accountant who will be appointed to act as Auditor of the collection.	
2. (a)	Full name and address of Charitable Organisation.	
(b)	Full name, address and date of birth of person applying to organise the collection on behalf of the Organisation.	
(c)	Designation of person applying on behalf of Organisation.	
(d)	Telephone number.	
(e)	Email address	
(e) (i)	Is the Organisation registered as a Scottish charity with the Scottish Charity Regulator?	
(ii)	Is the Organisation registered as a charity with the Charity Commission in England and Wales or is it exempt from the need to register?	
3. (a)	Please specify the street(s) and/or area(s) over which the collection will extend.	

(b) On what day(s) is it proposed that the collection should be made?	
(c) Please specify whether street or house-to-house collection.	
4. (a) How many collectors will there be?	
(b) How will the collectors be recruited?	
(c) How will the collectors be identifiable?	
(d) Will badge/letter of authority include the date of the collection? Will badges/letters of authority be collected at the end of the day?	
(e) Confirm that the collectors will use sealed containers (street)/ envelopes (house to house)	
5. (a) Is it proposed that remuneration should be paid out of the proceeds of the collection:- (i) to collectors? (ii) to other persons?	
(b) If remuneration is to be paid, confirm exact details of amounts to be paid, to whom, and for what purpose, eg meals, fares etc.	
6. (a) Name, address and date of birth of a second person who will be responsible for the security of the money, both during and after the collection?	
(b) What provisions are made for safekeeping of the money, both during and after the collection?	
7. (a) Give date of last collection organised by you and authorised by this Council.	
(b) Give date and place of most recent collection elsewhere.	
8. Has the organiser or, to the knowledge of the organiser, anyone associated with the promotion of the collection been refused a licence or permission under the 1982 Act, or had a licence or permission revoked? If so, give particulars including name of Licensing Authority and date of refusal or revocation.	

<p>9. Subject to the terms of the Rehabilitation of Offenders Act, 1974, has the organiser been convicted of any crime or offence?</p> <p>If so, give details (continue on a separate sheet, if necessary).</p>	
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The information which you provide on this form will be processed by Glasgow City Council (which is the “data controller” for purposes of data protection law). A Privacy Statement explaining how we process your personal information is attached to this application.

I declare that the particulars given by me on this form are, to the best of my knowledge and belief, correct, and hereby make application to Glasgow City Council for permission to hold a Public Charitable Collection.

Date.....

Signature.....(Applicant)

The application together with all necessary documentation can be submitted by post to the Licensing Section, City Chambers, George Square, Glasgow. G2 1DU or by email to licensingenquiries@glasgow.gov.uk

FOR OFFICE USE ONLY

Date Received	Date to Police	Date of Decision	Decision

**PRIVACY STATEMENT:
LICENSING SCHEMES ADMINISTERED BY THE COUNCIL'S LICENSING & REGULATORY
COMMITTEE**

Who we are?

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by telephone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to carry out our statutory functions in relation to licensed activities regulated by the Council's Licensing & Regulatory Committee. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We may also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law. In addition, we may also process data about any criminal convictions you may have. This is because we are required to ascertain the suitability of individuals to hold licences and to do this, we may need to process information on an individual's criminal convictions.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We are required by law to enter your personal information on a public register of applications for licences. This register can be accessed by any member of the public. We may publish this register or extracts of the register online. We may also provide the register to other public bodies to support a national register of licences.

In processing your application for a licence we may need to refer you to our Licensing and Regulatory Committee. We may also need to refer you to this Committee if you are granted a licence and we receive a complaint about you. Your personal information will be included in the agenda, reports and minutes for the Committee. Some of this information will be published on our website. You can find out more on our website at www.glasgow.gov.uk/privacy

Licensing and Regulatory Committee meetings are held in public. At a meeting your personal information may be disclosed to those in attendance. This may happen even if you do not attend a meeting that you are invited to.

We will also share your personal data with other public bodies and statutory consultees are required by licensing law.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.glasgow.gov.uk/rrds or you can request a hard copy from the contact address stated above.

Your rights under data protection law

- Access to your information - you have the right to request a copy of the personal information that we hold about you.
- Correcting your information- we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- Deletion of your information-you have the right to ask us to delete personal information about you where:
 1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
 2. you have a genuine objection to our use of your personal information - see *Objecting to how we may use your information* below
 3. our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to carry out our statutory functions in relation to licensed activities regulated by the Council's Licensing & Regulatory Committee. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at <https://ico.org.uk/concerns>

More information

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy. If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FOR PERMISSION TO HOLD A PUBLIC CHARITABLE COLLECTION:-

1. COMPLETE QUESTION 1 **OR** QUESTION 2 **BUT NOT BOTH**.
2. **QUESTION 1** is to be completed if the collection is to benefit a **charitable cause** (for example - to go towards buying a specific piece of medical equipment for a specific hospital), but **not** a charitable organisation. Written confirmation **must be produced** from the beneficiary authorising the applicant to organise a public charitable collection on their behalf.
3. **QUESTION 2** is to be completed if the collection is to benefit a **charitable organisation** (for example - Guide Dogs for the Blind Association) but **not** a charitable cause.

There must be submitted with the application:-

- (i) a copy of the Trust Deed or other document constituting the charitable organisation;
- (ii) a copy of the charitable organisation's most recent statement of accounts; and
- (iii) a note of the date upon which the charitable organisation's accounting reference period ends in each calendar year.

Please note that failure to provide these documents will result in the application not being considered.

4. The application must be lodged not later than eight weeks before the first day on which the collection is to be held.
5. A copy of the Public Charitable Collections (Scotland) Regulations 1984 is enclosed.

The Public Charitable Collections (Scotland) Regulations 1984



The Public
Charitable Collection
