

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR PERMISSION TO HOLD A PUBLIC CHARITABLE  
COLLECTION**

*(PLEASE COMPLETE IN BLOCK CAPITALS)*

1.	Name of Organisation	
2.	Address of Organisation	Tel. No.
3.	If a registered charity give Charity Number	
4.	Full Name of Organiser	
5.	Address of Organiser	Tel. No.
6.	Date of Birth of Organiser	
7.	Place of Birth of Organiser	
8.	E-mail address of Organiser	
9.	Has Organisation previously carried out a collection within the Highland Area?	YES / NO
10.	Purpose to which proceeds of collection will be applied	
11.	Subject to the Rehabilitation of Offenders Act, 1974 has Organisation or Organiser ever 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 sub-section (13) of the Civic Government (Scotland) Act, 1982, 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?	YES / NO (if yes, give details)

**Please turn over**

12.	Method of collection (please tick as appropriate)	sealed box/can <input type="checkbox"/> envelope <input type="checkbox"/> other (please state) .....
13.	State method of appointing collectors	
14.	Type of collection requested ( <b>Street collections normally restricted to Saturdays and/or Sundays only</b> ) (please tick as appropriate)	House to House collection <input type="checkbox"/> Street collection <input type="checkbox"/> Both <input type="checkbox"/>
15.	Areas of collection (please specify Whole Area <b>OR</b> state specific localities e.g. Inverness - Nairn, Kingussie, Wick, Dingwall etc.) Please note that if you wish to collect <b>Please note that if you wish to collect on Falcon Square, Inverness you must obtain permission from Eastgate Shopping Centre Manager.</b>	
16.	Dates of collection ( <b>restricted to one week per Organisation</b> ) Please give two alternative dates if possible	1st Choice - 2nd Choice - 3rd Choice -
17.	Signature of Organiser  Date of Application	Signature .....  Date .....
<b><u>FOR OFFICE USE ONLY</u></b>		
Application received on .....		
Police observations sought ..... Police observations obtained .....		
Permit issued ..... Accounts received .....		

Please return the form to the relevant Highland Council Licensing Office or by e-mail to [licensing@highland.gov.uk](mailto:licensing@highland.gov.uk)

Notes							
1	<p>For Applications relating to the <b>Ross Skye and Lochaber Area</b> of The Highland Council, please return this form to Chief Executives Office - Licensing, The Highland Council, at the appropriate office below:</p> <table border="0" data-bbox="204 360 1485 568"> <tr> <td data-bbox="204 360 496 495">           Council Offices            High Street            Dingwall            Ross-shire, IV15 9QN         </td> <td data-bbox="679 360 971 495">           Tigh Na Sgire            Park Lane            Portree            Isle of Skye, IV51 9GP         </td> <td data-bbox="1166 360 1485 495">           Charles Kennedy            Building            Achintore Road            Fort William, PH33 6RQ         </td> </tr> <tr> <td data-bbox="204 533 467 568">Tel. (01349) 868493</td> <td data-bbox="679 533 932 568">Tel (01478) 613824</td> <td data-bbox="1166 533 1422 568">Tel (01397) 707233</td> </tr> </table>	Council Offices High Street Dingwall Ross-shire, IV15 9QN	Tigh Na Sgire Park Lane Portree Isle of Skye, IV51 9GP	Charles Kennedy Building Achintore Road Fort William, PH33 6RQ	Tel. (01349) 868493	Tel (01478) 613824	Tel (01397) 707233
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Tel. (01349) 868493	Tel (01478) 613824	Tel (01397) 707233					
2	<p>For Applications relating to the <b>Inverness, Nairn, Badenoch and Strathspey Area</b> of The Highland Council, please return this form to Chief Executives Office - Licensing, The Highland Council, at the appropriate office below:</p> <p data-bbox="204 781 416 916">       Council Offices        The Courthouse        Nairn        IV12 4AU     </p> <p data-bbox="204 952 475 987">(Tel. (01667) 458516)</p>						
3	<p>For Applications relating to the <b>Caithness, Sutherland &amp; Easter Ross Area</b> of The Highland Council, please return this form to Chief Executives Office - Licensing, The Highland Council, at the appropriate office below:</p> <table border="0" data-bbox="204 1200 948 1373"> <tr> <td data-bbox="204 1200 475 1373">           Caithness House            Market Place            Wick            KW1 4AB            Tel: (01955) 608214         </td> <td data-bbox="679 1200 948 1373">           Council Offices            Drummie            Golspie            KW10 6TA            Tel: (01408) 635205         </td> </tr> </table>	Caithness House Market Place Wick KW1 4AB Tel: (01955) 608214	Council Offices Drummie Golspie KW10 6TA Tel: (01408) 635205				
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4	<p>If your application relates to localities throughout <b>Highland</b> you can either submit separate forms to each office as required, or submit a single application form to one of the addresses above. In the case of a single application this will be circulated to the appropriate offices according to the locations you have specified at question 13 on the form.</p> <p>Please indicate how you have submitted your application form:</p> <p><input type="checkbox"/> - I have submitted a separate Application Form to each office or,</p> <p><input type="checkbox"/> - I have submitted a single Application Form for multiple locations to the following office:</p> <p>_____</p>						
5	<p>Collections are restricted to <b>one week per organisation</b></p>						