



COMHAIRLE NAN EILEAN SIAR

Application to hold a Public Charitable Collection

I/We hereby apply for permission under Section 119 of the Civic Government (Scotland) Act 1982 to hold a Public Charitable Collection of which particulars are given below.

Name(s) of Promoter(s)	
Address	
Telephone Number/ Email	
Purpose of Collection	
Locality to which collection is to be confined	
Dates and times during which collection is to be held	
How many persons is it proposed to authorise to act as collectors in the area of the Licensing Authority to which the application is addressed?	
Names and dates of birth of collectors	
How will they be identifiable?	
I declare that the particulars given by me on this form are, to the best of my knowledge and belief, correct.	
Signature:	
Print Name:	
Date:	

Public Charitable Collection Regulations

The Public Charitable Collections (Scotland) Regulations 1984 **(which apply to charitable collections which may be either street collections or house to house collections)** states that:

Duties of the organiser

2.—

(1) On receiving permission to organise a collection the organiser if he is not an exempted promoter **shall appoint an independent responsible person or a qualified accountant to act as auditor of the collection.**

(2) An exempted promoter shall appoint a qualified accountant to act as auditor for all collections which he organises while an exempted promoter.

3.—

(1) The organiser may appoint an agent to carry out certain of his functions under these regulations.

(2) The organiser shall exercise all due diligence to ensure that—

(a) any agent that he appoints to carry out any functions is a fit and proper person to carry out such functions; and

(b) any agent, collector or other person covered by these regulations complies with the obligations imposed by these regulations and with any conditions imposed under section 119 of the Civic Government (Scotland) Act 1982 by CNES, the sheriff or the Secretary of State.

Duties of collectors

6.—

(1) No person shall act as a collector unless he possesses a certificate of authority and **displays a badge bearing the name of the funds or organisations which are to benefit from the collection.**

(2) A collector shall produce his certificate of authority, on demand, to a police constable, to any person from whom he has solicited a contribution or to any other interested person.

8.—

No collector shall importune any person to the annoyance of that person or remain in or at the door of any house if requested to leave by any occupants thereof.

Accounts

11.—

The organiser, other than an exempted promoter, of a collection within the area of the Western Isles shall, **within one month of the last date for which he possessed permission to organise a collection, submit to CNES accounts relating to the collection** unless CNES are satisfied that there are special reasons for granting an extension in which case the one-month period may be extended at their discretion.

The accounts shall disclose particulars of—

(a) the amount collected in the collection;

(b) any other amount attributable to the collection;

(c) all expenses incurred in connection with the collection; and

(d) the name of the funds or organisations which have benefited from the collection and the amount which each has been paid from the net proceeds of the collection.

The accounts shall be accompanied by a statement by the organiser and a report by the auditor in the form set out in the Schedule to these regulations.

Offences

Any person who acts in contravention of certain specified Regulations could be guilty of an offence and shall be liable on summary conviction to a fine not exceeding (level 1 or level 2 on the standard scale) in respect of each offence.

Data Protection Privacy Notice

Comhairle nan Eilean Siar, Council Offices, Sandwick Road, Stornoway, Isle of Lewis HS1 2BW will use your personal data to the extent that it is necessary in order to process your application and to carry out its public functions in the public interest as a licensing authority.

The Comhairle will hold your data securely and will share it only with organisations where it is required by law or it is in the public interest to do so, including auditors, law enforcement agencies and other public bodies concerned with the administration of public funds in order to prevent and detect fraud. Your data will be kept for the duration of the service and for any further period for which the Comhairle is required by law to keep it, or considers appropriate in accordance with its file retention policy.

You have the right to request access to the data which the Comhairle holds; to request rectification, erasure or restriction of it; and to object to the Comhairle's processing of it. You also have the right to lodge a complaint with the Information Commissioner's Office if you feel that the Comhairle has not handled your data properly.

More information on your rights, and how the Comhairle uses personal data, is available at <https://www.cne-siar.gov.uk/your-council/data-protection/>. Please contact the Comhairle's Data Protection Officer, Tim Langley (dataprotection@cne-siar.gov.uk), if you have any queries about the Comhairle's use of your personal data.