

Blackpool Council

APPLICATION FOR A STREET COLLECTION PERMIT

Applicants Name:

Kayleigh Penn, Brian House Children's Hospice

Built Environment

Licensing Service
Blackpool Council
Municipal Buildings, PO Box 4
Blackpool, FY1 1NA

Contact

T: (01253) 47 8570
F: (01253) 47 8372

www.blackpool.gov.uk



1) **Applicant Details**

In what capacity are you applying for a licence?

Please tick:

- a) An individual Complete Section A
- b) A person other than an individual
- I. As a charity Complete Section B
- II. As a limited company Complete Section B
- III. Other Complete Section B

A) **Individual Applicant - Name, Address and details of applicant for the licence who will be responsible for the collection**

Title:	Mr	Mrs	Miss	Ms	Forename (s)						
<u>Surname</u>					<u>Date of Birth</u>						
<u>Home address</u>											
					<u>Post Code</u>						
☎ Telephone Number					☎ Mobile Number						
Email Address											

B) **Non-Individual Applicant – Business, Society or Charity responsible for the proposed Collection**

<u>Name</u>	Kayleigh Penn, Brian House Children's Hospice											
<u>Registered address</u>	Brian House Children's Hospice											
	Low Moor Road											
	Blackpool				<u>Post Code</u>	x	x	x		x	x	x
☎ Telephone Number	XXXXXXXXXXXX				☎ Mobile Number							
Email Address	XXXXXXXXXXXXXXXXXX											

2) **Correspondence Name and Address**

<u>Name</u>	Kayleigh Penn											
<u>Address</u>	Brian House Children's Hospice											
	Low Moor Road											
	Blackpool				<u>Post Code</u>	x	x	x		x	x	x
☎ Telephone Number	XXXXXXXXXXXX				☎ Mobile Number							
Email Address	XXXXXXXXXXXXXXXXXX											

3) Name of charity or fund for which the Collection / Sale is being made.

Name of Charity	Brian House Children's Hospice									
Address	Low Moor Road									
	Blackpool									
		Post Code	F	Y	2		0	B	G	
Charity Registration Number (if applicable)	511009									

4) The Street Collection will be for the collection of:

Money	Property
✓	

Tick as appropriate

If property is collected, is this to give away use or sell on behalf of charity please state:

5) What method of collection is to take place?

For example will it be a bucket collection, line of coins, or entertainment / specific event? Please provide a description of the type of collection that is proposed to take place.

As part of the Elmer's Big Parade Blackpool we will have a group of volunteers around the town centre and along Blackpool Promenade providing information about the trail, collecting donations via buckets. The trail will be live for 8 weeks.

6) How many persons is it proposed to authorise to act as collectors in the area of the local authority to which the application is addressed?

4 people daily.

7) Use to which proceeds of this collection are to be put.

Fund the work of Brian House Children's Hospice

8) Objects of the Charity or Fund.

Provide palliative care for children with life limiting illnesses on the Fylde Coast.

9) Date of Proposed Collection or Sale, and between what hours:

NB Please note that we must be in receipt of your application at least 28 days prior to the date of proposed collection

DATE	13/04/24	BETWEEN WHAT HOURS	FROM: 9.00am
	09/06/24		TO: 5.00pm

10) **Locality within which it is proposed to make the Collection or Sale.**

Blackpool Town Centre, Tower Festival Headlands

11) **Are the whole of the receipts to be paid over for the benefit of the Charity or fund?**

YES	NO
✓	

Tick as appropriate

12) **If no, please state what deductions will be made (for expenses or any other purpose) and provide an estimate of the sum which will be deducted. This can be shown as a percentage.**

Total amount of receipts	Amount to be deducted	Reason for deduction.

13) **Has a permit for a Collection or Sale for a similar object ever been refused?**

YES	NO
	✓

Tick as appropriate

14) **If Yes, please state by which Licensing Authority, date refused and reason given.**

AUTHORITY	DATE	REASON

15) **Signature of Applicant**

I understand that I am required to contact the following department(s) regarding my application:

- 1) **Promenade**
If you are planning to hold a street collection on the Promenade you will must immediately contact VisitBlackpool on telephone number (01253) 478231 to check the dates requested are available and also to check whether you will need to provide insurance cover. Please note, VisitBlackpool's terms and conditions will need to be signed and a tramway activity permit may also be required.
- 2) **Town Centre**
If you are planning to hold a street collection within the Town Centre, permission should immediately be sought from the Town Centre Admin Manager on (01253) 476204.

Usual Signature	XXXXXXXXXXXX		
Printed Name	Kayleigh Penn		
Capacity	Events Manager		
Date	04	03	2024

App: 094720

Blackpool Council

02 FEB 2024

APPLICATION FOR A STREET COLLECTION PERMIT

Applicants Name:	WHITTAKER DANCE AND DRAMA CENTRE
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Built Environment

Licensing Service
Blackpool Council
Municipal Buildings, PO Box 4
Blackpool, FY1 1NA

Contact

T: (01253) 47 8570
F: (01253) 47 8372

www.blackpool.gov.uk



1) Applicant Details

In what capacity are you applying for a licence?

Please tick:

- a) An individual Complete Section A
- b) A person other than an individual
 - I. As a charity Complete Section B
 - II. As a limited company Complete Section B
 - III. Other Complete Section B

A) **Individual Applicant -**
Name, Address and details of applicant for the licence who will be responsible for the collection

Title:	Mr	Mrs	Miss	Ms	Forename (s)					
<u>Surname</u>					<u>Date of Birth</u>					
<u>Home address</u>										
					<u>Post Code</u>					
☎ Telephone Number					☎ Mobile Number					
Email Address										

B) **Non-Individual Applicant – Business, Society or Charity responsible for the proposed Collection**

<u>Name</u>	WHITTAKER DANCE AND DRAMA CENTRE										
<u>Registered address</u>	135 HORNBY RD										
	BLACKPOOL										
					<u>Post Code</u>	F	4	1		4	J
☎ Telephone Number											
Email Address											

2) **Correspondence Name and Address**

<u>Name</u>	SHEILA NORBURY										
<u>Address</u>	135 HORNBY RD.										
	BLACKPOOL										
					<u>Post Code</u>	F	4	1		4	J
☎ Telephone Number											
Email Address											

3) Name of charity or fund for which the Collection / Sale is being made.

Name of Charity	MARIE CURIE				
Address	1, Embassy Gardens LONDON				
			Post Code	S	W
			1	1	7
			B	W	
Charity Registration Number (if applicable)					

4) The Street Collection will be for the collection of:

Money	Property
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Tick as appropriate

If property is collected, is this to give away use or sell on behalf of charity please state:

5) What method of collection is to take place?

For example will it be a bucket collection, line of coins, or entertainment / specific event? Please provide a description of the type of collection that is proposed to take place.

Bucket collection whilst students
IRISH DANCING

6) How many persons is it proposed to authorise to act as collectors in the area of the local authority to which the application is addressed?

6

7) Use to which proceeds of this collection are to be put.

MARIE CURIE

8) Objects of the Charity or Fund.

To help those with Cancer

9) Date of Proposed Collection or Sale, and between what hours:

NB Please note that we must be in receipt of your application at least 28 days prior to the date of proposed collection

DATE

20	04	24

BETWEEN WHAT HOURS

FROM: 2.30

TO: 3.30

10) Locality within which it is proposed to make the Collection or Sale.

Blackpool Centre in front of
St Johns Church

11) Are the whole of the receipts to be paid over for the benefit of the Charity or fund?

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Tick as appropriate

12) If no, please state what deductions will be made (for expenses or any other purpose) and provide an estimate of the sum which will be deducted. This can be shown as a percentage.

Total amount of receipts	Amount to be deducted	Reason for deduction.

13) Has a permit for a Collection or Sale for a similar object ever been refused?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Tick as appropriate

14) If Yes, please state by which Licensing Authority, date refused and reason given.

AUTHORITY	DATE	REASON

15) Signature of Applicant

I understand that I am required to contact the following department(s) regarding my application:


1) Promenade

If you are planning to hold a street collection on the Promenade you will must immediately contact VisitBlackpool on telephone number (01253) 478231 to check the dates requested are available and also to check whether you will need to provide insurance cover. Please note, VisitBlackpool's terms and conditions will need to be signed and a tramway activity permit may also be required.

2) Town Centre

If you are planning to hold a street collection within the Town Centre, permission should immediately be sought from the Town Centre Admin Manager on (01253) 476204.

I have done this. Ryan

Usual Signature	
Printed Name	Sheila Norbur
Capacity	Co-owner
Date	31 01 202

Kelly Guy

From: Ryan Skyrme
Sent: 05 February 2024 20:31
To: Kelly Guy
Subject: Re: Emailing: 20 april 2024 Whlttaker dance

CAUTION: This email originated from outside of the organisation. Do not provide any login or password details if requested. Do not click on any links or attachments unless you are sure that the content is safe. If you are unsure about this email or its content forward it to: cyber.security@blackpool.gov.uk.

Hi Kelly,

Consent granted.

I have already booked them in my end after a call with Shelia last week 😊

Kind regards

Ryan Skyrme
Operations Manager
Blackpool BIDs Ltd

From: Kelly Guy
Sent: Monday, February 5, 2024 3:08:24 PM
To: Ryan Skyrme
Subject: Emailing: 20 april 2024 Whlttaker dance

Hi Ryan,

Please confirm Bid consent.

Kelly

Would you like to be kept up to date with Blackpool Council news? Sign up here -

www.blackpool.gov.uk/YourBlackpool <http://www.blackpool.gov.uk/EmailDisclaimer/> This message has been scanned for inappropriate or malicious content as part of the Council's e-mail and Internet policies.

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Blackpool Council

APPLICATION FOR A STREET COLLECTION PERMIT

Applicants Name:

JIM R.J. ALLAN | ON BEHALF OF MACMILLAN CANCER SUPPORT

Built Environment

Licensing Service
Blackpool Council
Municipal Buildings, PO Box 4
Blackpool, FY1 1NA

Contact

T: (01253) 47 8570
F: (01253) 47 8372
www.blackpool.gov.uk



1) **Applicant Details**

In what capacity are you applying for a licence?

Please tick:

- a) An individual Complete Section A
- b) A person other than an individual
- I. As a charity Complete Section B
- II. As a limited company Complete Section B
- III. Other Complete Section B

A) **Individual Applicant -**

Name, Address and details of applicant for the licence who will be responsible for the collection

Title:	Mr	Mrs	Miss	Ms	Forename (s)	JIM
<u>Surname</u>	ALLAN				<u>Date of Birth</u>	[REDACTED]
<u>Home address</u>	[REDACTED]					[REDACTED]
	[REDACTED]					[REDACTED]
	[REDACTED]					<u>Post Code</u>
☎ Telephone Number	[REDACTED]		☎ Mobile Number	[REDACTED]		
Email Address	[REDACTED]					

B) **Non-Individual Applicant – Business, Society or Charity responsible for the proposed Collection**

<u>Name</u>	JIM ALLAN					
<u>Registered address</u>	[REDACTED]					[REDACTED]
	[REDACTED]					[REDACTED]
	[REDACTED]					<u>Post Code</u>
☎ Telephone Number	[REDACTED]		☎ Mobile Number	[REDACTED]		
Email Address	[REDACTED]					

2) **Correspondence Name and Address**

<u>Name</u>	JIM ALLAN					
<u>Address</u>	[REDACTED]					[REDACTED]
	[REDACTED]					[REDACTED]
	[REDACTED]					<u>Post Code</u>
☎ Telephone Number	[REDACTED]		☎ Mobile Number	[REDACTED]		
Email Address	[REDACTED]					

3) Name of charity or fund for which the Collection / Sale is being made.

Name of Charity	MACMILLAN CANCER SUPPORT												
Address	89 ALBERT EMBANKMENT												
	LONDON												
						Post Code	S	E	1			7	U
Charity Registration Number (if applicable)	261017												

4) The Street Collection will be for the collection of:

Money	Property
X	

Tick as appropriate

If property is collected, is this to give away use or sell on behalf of charity please state:

N/A

5) What method of collection is to take place?

For example will it be a bucket collection, line of coins, or entertainment / specific event? Please provide a description of the type of collection that is proposed to take place.

BUCKET COLLECTION: FROM ACCESS BARRIER AT TOP OF CEDAR SQUAR TO ACCESS BARRIER AT BOTTOM OF CHURCH STREET & ACCESS BARRIER AT ABINGDON STREET MARKET.

6) How many persons is it proposed to authorise to act as collectors in the area of the local authority to which the application is addressed?

FOUR AT ANY ONE TIME

7) Use to which proceeds of this collection are to be put.

SUPPORT THE WORK OF MACMILLAN CANCER SUPPORT

8) Objects of the Charity or Fund.

TO SUPPORT PEOPLE AFFECTED BY CANCER

9) Date of Proposed Collection or Sale, and between what hours:

NB Please note that we must be in receipt of your application at least 28 days prior to the date of proposed collection

DATE

FRIDAY 17 MAY 2024

SUNDAY 19 MAY 2024

BETWEEN WHAT HOURS

FROM: 09:00

TO: 18:00

10) **Locality within which it is proposed to make the Collection or Sale.**

BUCKET COLLECTION: FROM ACCESS BARRIER AT TOP OF CEDAR SQUAR TO ACCESS BARRIER AT BOTTOM OF CHURCH STREET & ACCESS BARRIER AT ABINGDON STREET MARKET.

11) **Are the whole of the receipts to be paid over for the benefit of the Charity or fund?**

YES	NO
YES	

Tick as appropriate

12) **If no, please state what deductions will be made (for expenses or any other purpose) and provide an estimate of the sum which will be deducted. This can be shown as a percentage.**

Total amount of receipts	Amount to be deducted	Reason for deduction.

13) **Has a permit for a Collection or Sale for a similar object ever been refused?**

YES	NO
	NO

Tick as appropriate

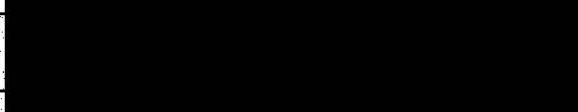
14) **If Yes, please state by which Licensing Authority, date refused and reason given.**

AUTHORITY	DATE	REASON

15) **Signature of Applicant**

I understand that I am required to contact the following department(s) regarding my application:

- 1) **Promenade**
If you are planning to hold a street collection on the Promenade you will must immediately contact VisitBlackpool on telephone number (01253) 478231 to check the dates requested are available and also to check whether you will need to provide insurance cover. Please note, VisitBlackpool's terms and conditions will need to be signed and a tramway activity permit may also be required.
- 2) **Town Centre**
If you are planning to hold a street collection within the Town Centre, permission should immediately be sought from the Town Centre Admin Manager on (01253) 476204.

Usual Signature			
Printed Name	JIM R. J. ALLAN		
Capacity	FUNDRAISING REPRESENTATIVE: BLACKPOOL & FYLDE COAST		
Date	22	01	2024

ONLY TO BE USED IN CONJUNCTION WITH A VALID PUBLIC LIABILITY INSURANCE CERTIFICATE.

REFERENCE	JOINT ASSESSMENT FOR: THE ROYAL BRITISH LEGION DIABETES UK MACMILLAN CANCER SUPPORT	ACTIVITY DESCRIPTION	Volunteers with collection buckets & tins. To collect donations from members of the public. Possibility to have QR Code & Contactless Card Machines to collect donations.
ASSESSMENT DATE	01 JANUARY 2024	DESCRIPTION	Fundraising, Community Fundraising & Poppy Appeal. Volunteer / Staff manned post.
ASSESSOR NAME	Lord Jim R. J. Allan of Hougoun Manor Lead Volunteer with: THE ROYAL BRITISH LEGION DIABETES UK MACMILLAN CANCER SUPPORT	REVIEW DATE	31 DECEMBER 2024
ORG UNIT	THE ROYAL BRITISH LEGION, DIABETES UK & MACMILLAN CANCER SUPPORT. FUNDRAISING REMEMBRANCE & MARKETING, COMMUNITY FUNDRAISING, MASS EVENTS & POPPY APPEAL, COMMUNITY FUNDRAISING & POPPY APPEAL		
TYPE OF PEOPLE EXPECTED	Lead Volunteers & Poppy Appeal Organisers Volunteers (with the possibility of local Cadet units & members of the Armed Forces) Members of the Public Charity Members of Staff Venue Staff		
LOCATION	VARIOUS LOCATIONS	NUMBER OF PEOPLE EXPECTED	500 (PER DAY)
RISK ASSESSMENT CATEGORY	PUBLIC SAFETY	DATE RECORD CREATED	01 JANUARY 2024

Please ensure that you read any other health and safety guidelines supplied.

COMMON - SENSE: IF YOU DO NOT FEEL SAFE CANCEL ACTIVITY

HAZARD	EXISTING CONTROL MEASURES	INITIAL RISK			PROPOSED CONTROL MEASURES TO REDUCE RISK	ACTION DATE
		L	S	R		
Manual Handling	<p>Test weight of items before lifting and moving.</p> <p>Ask for assistance if you feel item is too heavy for one person.</p>	2	2	2	<p>If possible, use a trolley to assist in moving items. Always walk facing forward and push the trolley in front of you.</p> <p>Walking backwards and pulling a trolley may risk you bumping into structures, displays or other people. If necessary, how two people operating the trolley one at the front and one at the rear.</p>	AS REQUIRED AT EVERY EVENT
Fire & Bomb Threats	<p>No smoking (including e cigarettes),</p> <p>No flammable substances, or open flames on or within the vicinity of the collection.</p>	2	2	2	<p>Do not try to fight a fire yourself. Dial: 999 or 112</p> <p>Always make sure that you have a safe route to leaving the area should any incident occur.</p>	AS REQUIRED AT EVERY EVENT
Adverse Weather	Be aware of the weather. Volunteers should take warm & waterproof clothing. Wear layers &, if necessary, use sunscreen	2	2	2	Check the weather forecast before leaving for the event.	AS REQUIRED AT EVERY EVENT
Excessive Noise	<p>Please respect the fact that not everyone passing will want to donate or stop.</p> <p>Always keep noise to a minimum.</p>	2	2	2	You must not make any noise to attract persons to your collection. For example, do no shake collection devices to attract attention. THIS IS ILLEGAL UNDER CHARITY COMMISSION RULES.	AS REQUIRED AT EVERY EVENT
Litter & Pollution	Refuse must be taken away at the end of the day or put into authorised waste disposal.	2	2	2	Take everything away with you that you brought. Dispose of waste only in an approved manor	AS REQUIRED AT EVERY EVENT
Security, Verbal or Physical Assault and Theft.	<p>Be always vigilant. If a situation occurs inform the event lead immediately.</p> <p>You can if you wish report the matter to the Police.</p> <p>All volunteers briefed to not to stand up to any confrontation.</p> <p>All collection devices to be returned to the event lead person at the end of your shift.</p>	2	2	2	<p>Do not try and stop a thief yourself, you are not a police officer and have no power to stop a person.</p> <p>Make sure all collection devices have an unbroken security seal. And clearly marked with the name of the charity you are collecting for.</p> <p>When possible, regularly change collection devices so they are not too full.</p> <p>If you at any time feel unsafe, stop the activity & report to your event lead.</p>	AS REQUIRED AT EVERY EVENT

					Do not leave your collection devices unattended if you need to leave your collection for any reason, get another team member to cover on your behalf or until you return.	
Electrical Equipment	You are not permitted to use mains powered electrical items. As these must all be PAT tested before use in a public location.	2	2	2	Battery powered card donation terminals may be supplied to your location. If using an external power pack to card the unit, make sure all cables are neat and tidy and do not cause a hazard to any visitor.	AS REQUIRED AT EVERY EVENT
Public Access	You are not permitted to block a footpath or any venue entrance. i.e., Do not stand in shop doorways. Unless you are collecting with the venue's permission.	2	2	2	Make sure that there is room for people to pass you if they do not want to stop. Make sure you are not blocking the entrance to a shop, business, or house. This does not apply if you are invited by the location to hold a charity collection on their behalf. i.e., If Marks & Spencer has asked or given the charity permission to collect on their premises. You will be permitted to collect at the door. As long as you are not blocking access.	AS REQUIRED AT EVERY EVENT
Accidents	All accidents must be reported to your PAO / DPAO however minor & accident report will be completed and filed.	2	2	2	Any reports will be submitted to the respective charity headquarters.	AS REQUIRED AT EVERY EVENT

It is impossible to foresee every event or occurrence. Please always use your own judgement and common sense. If you see a hazard that would stop, you from visiting the stand as a customer. This needs to be addressed. In short if you feel unsafe it is best to cancel the activity and seek advice.

***Key**

L	The likelihood of an incident occurring. Scores:	1 Very low	2 Possible	3 Very likely
S	The likely consequence of an incident occurring in terms of severity . Scores:	1 Negligible	2 Minor	3 Major
R	Risk rating (If additional risk control measures are not put in place). Scores:	1 – 2	Minimal risk	No further action
		3 – 4	Medium Risk	Keep under review
		6 – 9	High risk	Stop activity and review operation

- Near-miss with potential injury consequences or minor accident
- Incident resulting in loss time / injury
- Serious / long-term injury or death to one or more persons

Coronavirus Extra Precautions If Required.

Should there be future government instructions regarding coronavirus, these must be fully met by everyone staffing an event.

If any future guidelines allow for public events to take place, the following should be carried out.

- (A) All staff must remain behind the table at all times.
- (B) Choice of display items to be reduced. Maximum of two of any item on display at any one time.
- (C) If display items are touched by members of the public and not taken away with them, these are to be wiped before the next person comes to the table.
- (D) If necessary have a calling system in place, where the next person in the queue is called forward once the other person leaves and any cleaning is carried out.
- (E) If people are queuing to come to your stand, depending on what guidelines are in place, position markers can be used so distance can be maintained.
- (F) Regular cleaning of area to be carried out. Antibacterial wipes will be supplied for this purpose.
- (G) All event staff to use gloves provided & if able face coverings also supplied.

It is always best practice, if staffing an event under any future coronavirus rules should you not feel safe, presence at the event should be cancelled. It is always better to cancel an event for safety.

All and any additional instructions from the charity / venue must be fully carried out at all times. To ensure the safety of the public and those staffing the event.

From: Lord Jim Allan: Volunteer
To: [Licensing](#)
Subject: RE: Possible Collection Dates
Date: 23 January 2024 11:48:43
Importance: High

CAUTION: This email originated from outside of the organisation. Do not provide any login or password details if requested. Do not click on any links or attachments unless you are sure that the content is safe. If you are unsure about this email or its content forward it to: cyber.security@blackpool.gov.uk.

Hi Kelly,

Please find a copy of the eMail from the Bid team.

If you need anything else, please just shout.

Cheers
Jim

Dear Jim,

I can confirm the dates you have requested are free.

Kind regards

Ryan Skyrme
Operations Manager
Blackpool BIDS Ltd
T: 01253 476204 (main office)
W: <http://blackpoolbid.org/> - <http://blackpooltourismbid.co.uk>
Blackpool Business Improvement Districts Limited
Registered Office: Number One Bickerstaffe Square, Talbot Road, Blackpool, FY1 3AH
Registered No 13506605 in England & Wales



From: Lord Jim R. J. Allan **On Behalf Of** Jim Allan: Volunteer **Sent:** Wednesday, January 17, 2024 10:36 AM

To: Robert Kearton Blackpool BID **Cc:** [Ryan Skyrme](#)

Subject: Possible Collection Dates

Good Morning,

It is coming to that time of the year again and I am looking to book two sets of collections in Blackpool.

I know you like to check the dates before I Send the paperwork over to the licensing team for

approval. I am looking for the same place as last year. From the traffic barriers at cedar square to the barriers at the button of church street near Santander. Collections would stop again at the barriers beside Abington Street Market.

The dates I am looking at are:

**MACMILLAN CANCER SUPPORT
FRIDAY 17, SATURDAY 18 & SUNDAY 19 MAY 2024**

**DIABETES UK
FRIDAY 14, SATURDAY 15 & SUNDAY 16 JUNE 2024**

Once I hear back from you I will send over the paperwork ahead of the committee meeting in March.

Regards

Jim



LORD JIM R. J. ALLAN OF HOUGUN MANOR

VOLUNTEERING WITH:

THE ROYAL BRITISH LEGION: POPPY APPEAL HONORARY AREA ORGANISER: BLACKPOOL & DISTRICTS - PCB01

DIABETES UK: FUNDRAISING AMBASSADOR: BLACKPOOL & FYLDE COAST

MACMILLAN CANCER SUPPORT: FUNDRAISING REPRESENTATIVE BLACKPOOL & FYLDE COAST

LANCASHIRE VOLUNTEER PARTNERSHIP: CITIZENS IN POLICING VOLUNTEER

Telephone: xxxxxxxxxxxx | xxxxxxxxxxxx

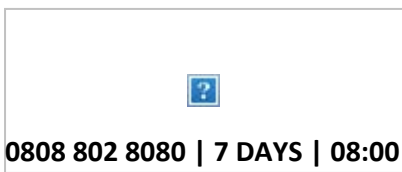
eMail: xxxxxxxxxxxxxxxxxxxx | blackpoolpoppyappeal@gmail.com

Facebook: xxxxxxxxxxxxxxxxxxxx

Postal Address: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Anyone is free to pass my contact information above onto anyone for the business of the related charity or volunteering role.

HELPLINES



0808 802 8080 | 7 DAYS | 08:00 - 20:00

REGISTERED CHARITY: 219279

www.britishlegion.org.uk

App: 094726

Blackpool Council

APPLICATION FOR A STREET COLLECTION PERMIT

Applicants Name:

JIM R.J. ALLAN | ON BEHALF OF DIABETES UK

Built Environment

Licensing Service
Blackpool Council
Municipal Buildings, PO Box 4
Blackpool, FY1 1NA

Contact

T: (01253) 47 8570
F: (01253) 47 8372

www.blackpool.gov.uk



1) **Applicant Details**

In what capacity are you applying for a licence?

Please tick:

- a) An individual Complete Section A
- b) A person other than an individual
 - i. As a charity Complete Section B
 - ii. As a limited company Complete Section B
 - iii. Other Complete Section B

A) **Individual Applicant -**

Name, Address and details of applicant for the licence who will be responsible for the collection

Title:	Mr Mrs Miss Ms	Forename (s)	JIM		
<u>Surname</u>	ALLAN		<u>Date of Birth</u>	[REDACTED]	
<u>Home address</u>	[REDACTED]				
			<u>Post Code</u>	[REDACTED]	
☎ Telephone Number	[REDACTED]	☎ Mobile Number	[REDACTED]		
Email Address	[REDACTED]				

B) **Non-Individual Applicant – Business, Society or Charity responsible for the proposed Collection**

<u>Name</u>	JIM ALLAN				
<u>Registered address</u>	[REDACTED]				
			<u>Post Code</u>	[REDACTED]	
☎ Telephone Number	[REDACTED]	☎ Mobile Number	[REDACTED]		
Email Address	[REDACTED]				

2) **Correspondence Name and Address**

<u>Name</u>	JIM ALLAN				
<u>Address</u>	[REDACTED]				
			<u>Post Code</u>	[REDACTED]	
☎ Telephone Number	[REDACTED]	☎ Mobile Number	[REDACTED]		
Email Address	[REDACTED]				

3) Name of charity or fund for which the Collection / Sale is being made.

Name of Charity	DIABETES UK: NORTH OF ENGLAND REGIONAL OFFICE						
Address	UNIT C, 2ND FLOOR, DALLAN COURT, DALLAN LANE						
	WARRINGTON						
	Post Code	W	A	2	7	L	T
Charity Registration Number (if applicable)	215199						

4) The Street Collection will be for the collection of:

Money	Property
X	

Tick as appropriate

If property is collected, is this to give away use or sell on behalf of charity please state:

N/A

5) What method of collection is to take place?

For example will it be a bucket collection, line of coins, or entertainment / specific event? Please provide a description of the type of collection that is proposed to take place.

BUCKET COLLECTION: FROM ACCESS BARRIER AT TOP OF CEDAR SQUAR TO ACCESS BARRIER AT BOTTOM OF CHURCH STREET & ACCESS BARRIER AT ABINGDON STREET MARKET.

6) How many persons is it proposed to authorise to act as collectors in the area of the local authority to which the application is addressed?

FOUR AT ANY ONE TIME

7) Use to which proceeds of this collection are to be put.

SUPPORT THE WORK OF DIABETES UK

8) Objects of the Charity or Fund.

TO SUPPORT PEOPLE AFFECTED BY DIABETES

9) Date of Proposed Collection or Sale, and between what hours:

NB Please note that we must be in receipt of your application at least 28 days prior to the date of proposed collection

DATE	FRIDAY 14 JUNE 2024	BETWEEN WHAT HOURS	FROM: 09:00
	SUNDAY 16 JUNE 2024		TO: 18:00

10) Locality within which it is proposed to make the Collection or Sale.

BUCKET COLLECTION: FROM ACCESS BARRIER AT TOP OF CEDAR SQUAR TO ACCESS BARRIER AT BOTTOM OF CHURCH STREET & ACCESS BARRIER AT ABINGDON STREET MARKET.

11) Are the whole of the receipts to be paid over for the benefit of the Charity or fund?

YES	NO
YES	

Tick as appropriate

12) If no, please state what deductions will be made (for expenses or any other purpose) and provide an estimate of the sum which will be deducted. This can be shown as a percentage.

Total amount of receipts	Amount to be deducted	Reason for deduction.

13) Has a permit for a Collection or Sale for a similar object ever been refused?

YES	NO
	NO

Tick as appropriate

14) If Yes, please state by which Licensing Authority, date refused and reason given.

AUTHORITY	DATE	REASON

15) Signature of Applicant

I understand that I am required to contact the following department(s) regarding my application:

- Promenade**
If you are planning to hold a street collection on the Promenade you will must immediately contact VisitBlackpool on telephone number (01253) 478231 to check the dates requested are available and also to check whether you will need to provide insurance cover. Please note, VisitBlackpool's terms and conditions will need to be signed and a tramway activity permit may also be required.
- Town Centre**
If you are planning to hold a street collection within the Town Centre, permission should immediately be sought from the Town Centre Admin Manager on (01253) 476204.

Usual Signature			
Printed Name	JIM R. J. ALLAN		
Capacity	FUNDRAISING REPRESENTATIVE: BLACKPOOL & FYLDE COAST		
Date	22	01	2024

ONLY TO BE USED IN CONJUNCTION WITH A VALID PUBLIC LIABILITY INSURANCE CERTIFICATE.

REFERENCE	JOINT ASSESSMENT FOR: THE ROYAL BRITISH LEGION DIABETES UK MACMILLAN CANCER SUPPORT	ACTIVITY DESCRIPTION	Volunteers with collection buckets & tins. To collect donations from members of the public. Possibility to have QR Code & Contactless Card Machines to collect donations.
ASSESSMENT DATE	01 JANUARY 2024	DESCRIPTION	Fundraising, Community Fundraising & Poppy Appeal. Volunteer / Staff manned post.
ASSESSOR NAME	Lord Jim R. J. Allan of Hougun Manor Lead Volunteer with: THE ROYAL BRITISH LEGION DIABETES UK MACMILLAN CANCER SUPPORT	REVIEW DATE	31 DECEMBER 2024
ORG UNIT	THE ROYAL BRITISH LEGION, DIABETES UK & MACMILLAN CANCER SUPPORT. FUNDRAISING REMEMBRANCE & MARKETING, COMMUNITY FUNDRAISING, MASS EVENTS & POPPY APPEAL, COMMUNITY FUNDRAISING & POPPY APPEAL		
TYPE OF PEOPLE EXPECTED	Lead Volunteers & Poppy Appeal Organisers Volunteers (with the possibility of local Cadet units & members of the Armed Forces) Members of the Public Charity Members of Staff Venue Staff		
LOCATION	VARIOUS LOCATIONS	NUMBER OF PEOPLE EXPECTED	500 (PER DAY)
RISK ASSESSMENT CATEGORY	PUBLIC SAFETY	DATE RECORD CREATED	01 JANUARY 2024

Please ensure that you read any other health and safety guidelines supplied.

COMMON - SENSE: IF YOU DO NOT FEEL SAFE CANCEL ACTIVITY

HAZARD	EXISTING CONTROL MEASURES	INITIAL RISK			PROPOSED CONTROL MEASURES TO REDUCE RISK	ACTION DATE
		L	S	R		
Manual Handling	<p>Test weight of items before lifting and moving.</p> <p>Ask for assistance if you feel item is too heavy for one person.</p>	2	2	2	<p>If possible, use a trolley to assist in moving items. Always walk facing forward and push the trolley in front of you.</p> <p>Walking backwards and pulling a trolley may risk you bumping into structures, displays or other people. If necessary, how two people operating the trolley one at the front and one at the rear.</p>	AS REQUIRED AT EVERY EVENT
Fire & Bomb Threats	<p>No smoking (including e cigarettes),</p> <p>No flammable substances, or open flames on or within the vicinity of the collection.</p>	2	2	2	<p>Do not try to fight a fire yourself. Dial: 999 or 112</p> <p>Always make sure that you have a safe route to leaving the area should any incident occur.</p>	AS REQUIRED AT EVERY EVENT
Adverse Weather	<p>Be aware of the weather. Volunteers should take warm & waterproof clothing. Wear layers &, if necessary, use sunscreen</p>	2	2	2	<p>Check the weather forecast before leaving for the event.</p>	AS REQUIRED AT EVERY EVENT
Excessive Noise	<p>Please respect the fact that not everyone passing will want to donate or stop.</p> <p>Always keep noise to a minimum.</p>	2	2	2	<p>You must not make any noise to attract persons to your collection. For example, do no shake collection devices to attract attention. THIS IS ILLEGAL UNDER CHARITY COMMISSION RULES.</p>	AS REQUIRED AT EVERY EVENT
Litter & Pollution	<p>Refuse must be taken away at the end of the day or put into authorised waste disposal.</p>	2	2	2	<p>Take everything away with you that you brought. Dispose of waste only in an approved manor</p>	AS REQUIRED AT EVERY EVENT
Security, Verbal or Physical Assault and Theft.	<p>Be always vigilant. If a situation occurs inform the event lead immediately.</p> <p>You can if you wish report the matter to the Police.</p> <p>All volunteers briefed to not to stand up to any confrontation.</p> <p>All collection devices to be returned to the event lead person at the end of your shift.</p>	2	2	2	<p>Do not try and stop a thief yourself, you are not a police officer and have no power to stop a person.</p> <p>Make sure all collection devices have an unbroken security seal. And clearly marked with the name of the charity you are collecting for.</p> <p>When possible, regularly change collection devices so they are not too full.</p> <p>If you at any time feel unsafe, stop the activity & report to your event lead.</p>	AS REQUIRED AT EVERY EVENT

***Key**

L	The likelihood of an incident occurring. Scores:	1 Very low	2 Possible	3 Very likely
S	The likely consequence of an incident occurring in terms of severity . Scores:	1 Negligible	2 Minor	3 Major
R	Risk rating (If additional risk control measures are not put in place). Scores:	1 – 2	Minimal risk	No further action
		3 – 4	Medium Risk	Keep under review
		6 – 9	High risk	Stop activity and review operation

- Near-miss with potential injury consequences or minor accident
- Incident resulting in loss time / injury
- Serious / long-term injury or death to one or more persons

Coronavirus Extra Precautions If Required.

Should there be future government instructions regarding coronavirus, these must be fully met by everyone staffing an event.

If any future guidelines allow for public events to take place, the following should be carried out.

- (A) All staff must remain behind the table at all times.
- (B) Choice of display items to be reduced. Maximum of two of any item on display at any one time.
- (C) If display items are touched by members of the public and not taken away with them, these are to be wiped before the next person comes to the table.
- (D) If necessary have a calling system in place, where the next person in the queue is called forward once the other person leaves and any cleaning is carried out.
- (E) If people are queuing to come to your stand, depending on what guidelines are in place, position markers can be used so distance can be maintained.
- (F) Regular cleaning of area to be carried out. Antibacterial wipes will be supplied for this purpose.
- (G) All event staff to use gloves provided & if able face coverings also supplied.

It is always best practice, if staffing an event under any future coronavirus rules should you not feel safe, presence at the event should be cancelled. It is always better to cancel an event for safety.

All and any additional instructions from the charity / venue must be fully carried out at all times. To ensure the safety of the public and those staffing the event.

Blackpool Council

APPLICATION FOR A STREET COLLECTION PERMIT

Applicants Name:

[Kristian Schofield - Blackpool Working Newfoundlands](#)

Built Environment

Licensing Service
Blackpool Council
Municipal Buildings, PO Box 4
Blackpool, FY1 1NA

Contact

T: (01253) 47 8570
F: (01253) 47 8372

www.blackpool.gov.uk



1) **Applicant Details**

In what capacity are you applying for a licence?

Please tick:

- a) An individual Complete Section A
- b) A person other than an individual
- I. As a charity Complete Section B
- II. As a limited company Complete Section B
- III. Other Complete Section B

A) **Individual Applicant - Name, Address and details of applicant for the licence who will be responsible for the collection**

Title:	Mr	Mrs	Miss	Ms	Forename (s)						
<u>Surname</u>					<u>Date of Birth</u>						
<u>Home address</u>											
					<u>Post Code</u>						
☎ Telephone Number					☎ Mobile Number						
Email Address											

B) **Non-Individual Applicant – Business, Society or Charity responsible for the proposed Collection**

<u>Name</u>	Blackpool Working Newfoundlands										
<u>Registered address</u>	XXXXXXXXXXXXXXXXXXXXXXXXXXXX										
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX										
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				<u>Post Code</u>						
☎ Telephone Number	XXXXXXXXXXXX				☎ Mobile Number	XXXXXXXXXXXXXXXXXXXX					
Email Address	blackpoolworkingnewfoundlands@gmail.com										

2) **Correspondence Name and Address**

<u>Name</u>	Blackpool Working Newfoundlands										
<u>Address</u>	XXXXXXXXXXXXXXXXXXXXXXXXXXXX										
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX										
					<u>Post Code</u>						
☎ Telephone Number	XXXXXXXXXXXXXXXXXXXX				☎ Mobile Number	XXXXXXXXXXXXXXXXXXXX					
Email Address	blackpoolworkingnewfoundlands@gmail.com										

3) Name of charity or fund for which the Collection / Sale is being made.

Name of Charity	Blackpool Working Newfoundlands						
Address	XX						
	XX						
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Post Code					
Charity Registration Number (if applicable)							

4) The Street Collection will be for the collection of:

Money	Property
X	

Tick as appropriate

If property is collected, is this to give away use or sell on behalf of charity please state:

5) What method of collection is to take place?

For example will it be a bucket collection, line of coins, or entertainment / specific event? Please provide a description of the type of collection that is proposed to take place.

Bucket donations at street 'meet & greet' event with Giant Rescue Dogs dressed as punks, and to display small RIB Rescue Boat (on a stationary trailer).

6) How many persons is it proposed to authorise to act as collectors in the area of the local authority to which the application is addressed?

4-5

7) Use to which proceeds of this collection are to be put.

Charitable donations via BWN, and funds for Rescue equipment / replacement Rescue Boat.

8) Objects of the Charity or Fund.

Improving open water safety awareness and prevention of death through drowning.

9) Date of Proposed Collection or Sale, and between what hours:

NB Please note that we must be in receipt of your application at least 28 days prior to the date of proposed collection

DATE	1st - 4th Aug 2024	BETWEEN WHAT HOURS	FROM: 12:00
			TO: 20:00

10) **Locality within which it is proposed to make the Collection or Sale.**

Area of St Johns Square opposite Winter Gardens for the Rebellion Festival weekend (Blackpool Punk weekend).

11) **Are the whole of the receipts to be paid over for the benefit of the Charity or fund?**

YES	NO
X	

Tick as appropriate

12) **If no, please state what deductions will be made (for expenses or any other purpose) and provide an estimate of the sum which will be deducted. This can be shown as a percentage.**

Total amount of receipts	Amount to be deducted	Reason for deduction.

13) **Has a permit for a Collection or Sale for a similar object ever been refused?**

YES	NO
	X

Tick as appropriate

14) **If Yes, please state by which Licensing Authority, date refused and reason given.**

AUTHORITY	DATE	REASON

15) **Signature of Applicant**

I understand that I am required to contact the following department(s) regarding my application:

- 1) **Promenade**
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- 2) **Town Centre**
If you are planning to hold a street collection within the Town Centre, permission should immediately be sought from the Town Centre Admin Manager on (01253) 476204.

Usual Signature	K Schofield		
Printed Name	Kristian Schofield		
Capacity	Chairperson of Blackpool Working Newfoundlands		
Date	21 / 02 / 24		