**Street Collection Permit applications**

**Guidance to applicants**

**1. General**

Before making your application you are advised to read the legislation. This can be found at [www.medway.gov.uk](http://www.medway.gov.uk) or a hard copy is available from the Licensing Unit.

**2. Applications**

You must make your application on the Council’s prescribed form which is available on the council website [www.medway.gov.uk](http://www.medway.gov.uk) or by contacting the customer contact team 01634 333 333.

**3. Fees**

There is no fee in connection with this application.

1. **Limits on street collections**

Only one street collection permit will be issued for each town on any given day. Saturdays are particularly popular and are booked quickly. We recommend that you contact the licensing team to ask whether particular days are available prior to making your application.

1. **Timescales for submission of application**

Your application must be received by the Council; at least 28 days prior to the date of the proposed collection.

1. **Charitable organisation**

If you are not a member of the charitable organisation that you wish to collect money for, written permission from that charity for you to collect on their behalf should be included with the application.

**7. Site an object in a street**

The permit conveys no right to station a vehicle or other obstruction, for which specific permission should be sought. If you wish to site any object in the street you should obtain permission from Highways please telephone 01634 333 333 and also the Town Centre Managers on 333 333.

**8. Statement of the monies collected**

Should your application be approved, you will be required to complete a statement of the monies collected which will be signed by the applicant and certified as correct by an accountant or other independent responsible person acceptable to the Council. This must be sent to the above office no later than a month after the collection has taken place. This is a legal requirement.

**9. Serving application**

All original documentation must be sent to

Gravesham and Medway Shared Licensing Service

Civic Centre

Windmill Street

Gravesend

Kent

DA12 1AU

[licensing@gravesham.gov.uk](mailto:licensing@gravesham.gov.uk)