

# Charity Collection Online Application – Guidance Notes

## Step 1 – General Details

- Please select the relevant licence and application types
- Please enter your contact details
- Please enter the trading name of the charity and further proposed licence holder details
- Please ensure to select whether you are applying as an individual on behalf of the charity, or as a charity, or company

## Step 2 – Organisation that is responsible for the collection

- Please provide details of the organisation that is responsible for the collection, along with details of the charity that will benefit from the collection

## Step 3 – Types of collection

- Please select whether you intend to carry out a street or house to house collection or both
- Please provide details of the collection and include, area, dates, times, and number of collectors
- Please provide details of the collection method

## Step 4 – Previous Applications

- Please provide us with information of any previous applications and convictions if applicable

## File Uploads

- Please upload the letter of authorisation from the charity

## Confirmation

- Please review the application before submitting