

Application to Distribute Free Literature

1. Is this an application for Blanket Consent or Normal Consent? See guidance notes. (Please tick as appropriate)

Blanket Consent?		Normal Consent?	
------------------	--	-----------------	--

If Blanket Consent, please state how you meet the Blanket Consent criteria:

2. Contact details

Full name of applicant:

Address of applicant:

Postcode:

Telephone:

Day:

Evening:

Email:

3. Distribution details

Town(s):

Street(s):

Number of distributors:

Will distributors be mobile or static?

Mobile

Static

4. Duration of distribution

Date(s):

Times:

5. Description of literature

Please provide a brief description of the content of the literature you will be distributing:

6. Fees

A fee of **£34.00** including VAT at 20% is payable to cover administration.

Are you claiming exemption?

Yes

No

If yes, please provide details of how you meet the criteria:

Signed:

Date:

Guidance Notes

1. Is this an application for Blanket Consent or Normal Consent?

Blanket consent is a 'one-off' consent which would allow the named applicant to distribute free literature on a regular or frequent basis without applying for permission for each separate distribution. A time period for the Blanket Consent will be set at the discretion of the Head of Community Safety and Health Services. This may be anything from 1 year to 5 years.

To apply for Blanket Consent an applicant must be able to demonstrate that they are employed by, or are to distribute on behalf of, a 'not for profit' organisation. They must also be able to demonstrate the need for regular or frequent distributions as playing an important role in the success of the organisation.

If you apply for Blanket Consent you must provide written details as to how you meet these criteria.

2. Contact Details

Please provide details of the person taking responsibility for the distribution of free literature. It is the responsibility of the person named on the consent for ensuring the consent is complied with. If authorisation is granted to others under the same consent the conduct of those persons is the responsibility of the named individual. The consent will be issued to this person at the address given.

3. Distribution Details

Please provide details of the town or towns in which you propose to distribute free literature and also the streets on which you propose the distributor or distributors to stand. Please indicate whether the distributor(s) will be mobile, i.e. moving around the permitted area, or static, i.e. stationed at one particular spot for the duration of the distribution. Conditions will be set requiring distributors to clear up any discarded materials from a designated area surrounding the distribution. If the distribution is mobile, the designated area will be increased to reflect this.

4. Duration of Distribution

Please provide details of when you propose to carry out the distribution, and at what times.

5. Description of Literature

Please provide brief written description and a copy of the literature you intend to distribute under the consent. For example:

'Fliers advertising promotional offers at supermarket'

or

'Leaflets to raise awareness of climate change'

6. Fees

A fee of £34.00 including VAT at 20% is payable to cover administration costs. Please make cheques payable to East Herts Council.

Not-for-profit organisations may be exempted from paying at the discretion of Head of Community Safety and Health Services **provided 5 or fewer collection badges are sought**. East Herts Council defines a not-for-profit organisation as 'an organisation which is organised for public benefit, rather than private benefit, in which the individuals governing and operating the organisation are prohibited from taking a profit from their activities. They may earn reasonable compensation, however.' Written details explaining how you meet this criteria will be required if an exemption is claimed.

7. Application

Please note that we normally require the application seven days before the distribution takes place. Consent may be refused if you do not make your application a week or more in advance.

Send the application to:

Community Safety and Health Services
East Herts Council
Wallfields
Pegs Lane
Hertford
SG13 8EQ