

Application for a Permit to Distribute Free Printed Matter



ASHFORD
BOROUGH COUNCIL

Civic Centre
Tannery Lane
Ashford, Kent
TN23 1PL
(01233) 331111

Please return the completed form, along with the appropriate fee to: Marion Delamare, Environmental Services, Ashford Borough Council

01233 330629

Applicant

Business Name: Telephone Number:

Address:

..... Postcode:

Name and position within the business of person making application:

.....

Email Address:

Location

What streets do you wish to distribute on?

.....

.....

Permits

How many people will be distributing in total?.....

List Distributors name, address, dates of birth:

.....

.....

..... (Continue on a separate sheet if necessary)

Please attach a copy of the document you wish to distribute. If not available, please state:

Purpose of distribution:

Type of material (e.g. Leaflet, newspaper, business card):

Dates you wish permit to apply:

.....

Times (from / to) distribution will take place:

Declaration: Should consent be granted, I undertake to comply with the conditions imposed and to make each distributor aware of their responsibilities under the scheme.

.....

(signed)

(print)

Fees

Payment of the appropriate fee must accompany the application and be received at The Civic Centre at least **14 days** prior to commencement of the permit.

Application Fee £25 (Includes a permit for one distributor working between 0800 and 1700hrs)

Additional Permit Fee £5 (Payable for each additional distributor working between 0800 and 1700hrs)

Night Permit Fee £15 (Payable for every distributor working between 1701 and 0759hrs)

Each permit is in force from the start date to the finish date agreed with us, i.e. you do not pay £5 per day, or £15 per night.

Payment

Please make your cheque payable to 'Ashford Borough Council' or complete the credit or debit card information below:

I would like to pay the amount of £

Name of card holder (Print Please):

Address of card holder:

.....

Postcode:

Card Type: Credit Card Debit Card

Issue Number (Debit Card only):

Card Number:

Start Date: //

Expiry Date: //

Signature of card holder:

Date:

N.B. Certain organisations may be exempt from the payment of fees. Please contact 01233 330629 to clarify.