

**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: Sharon Davidson, Environmental Services, Ashford Borough Council Applicant**

Business Name: .....  
Telephone Number: .....  
Address:.....  
.....  
Postcode: .....  
Registered Charity No. ....

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).....

## GENERAL CONDITIONS OF CONSENT

1. Every distributor shall clearly wear their authorisation permit (issued by the Council) whilst distributing printed matter. The permit will bear the consent number and the name, address and telephone number of the consent holder.
2. All authorisation permits will remain the property of the Council and must be returned within seven days of the expiry of the consent.
3. A distributor shall, upon demand, produce their authorisation permit, to be read by an authorised officer or police constable.
4. A distributor shall, upon demand, furnish their name, address and date of birth to an authorised officer or police constable.
5. No free printed matter shall be left unattended by any distributor or the consent holder at any time.
6. The consent holder shall ensure that any free printed matter that is discarded within 50 metres of a distributor is removed and re-used or recycled.
7. The free printed matter shall bear the name and address of the consent holder unless the Council has agreed otherwise.
8. Free printed matter shall not encourage illegal or irresponsible behaviour nor advertise illegal events or activities.
9. A distributor or consent holder shall, upon request by an authorised officer, remove any discarded free printed matter and re-use or recycle it.
10. All distributors must be eighteen years of age or older
10. No printed matter to be placed on or left on any motor vehicle.

### 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.

1. **Four selected days within a one month period or seven consecutive days**

Application Fee £25 - Includes a permit for one distributor working between 08.00 and 17.00hrs.

Additional Permit Fee £5 - Payable for each additional distributor working between 08.00 and 17.00hrs.

Night Permit Fee £15 - Payable for every distributor working between 17.01 and 07.59hrs.

2. **One Calendar Month**

Application Fee £40 - Includes a permit for one distributor working between 08.00 and 17.00hrs.

Additional Permit Fee £5 - Payable for each additional distributor working between 08.00 and 17.00hrs.

Night Permit Fee £30 - Payable for every distributor working between 17.01 and 07.59hrs.

### 3. Day and Night

Application Fee £40 - to include one distributor working 24 hours per day for seven consecutive days or four selected days within a month.

Additional Permit Fee £5 - payable for each additional distributor 24 hours per day for seven consecutive days or four selected days within a month.

Application Fee £60 - payable for one distributor 24 hours per day for one month.

Additional permit Fee £10 - payable for each additional distributor 24 hours per day for one month.

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.

Registered Charities and certain other organizations are exempt from paying fees, although the guidance given in points 1 or 2 must be adhered to.

For further information please contact Mrs Sharon Davidson on 01233 330629.

### 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: .....

.....

.....

Post Code .....

Card Type: Credit Card  Debit Card

Issue Number (Debit Card only) .....

Card Number:

Start Date:   /   Expiry Date:   /

Security Number    on back of card

Signature of card holder:

.....

Date: .....

## **Refunds and Amendments**

A distributor may change the dates for which they have received permission by notifying the council. Where the distributor is putting the dates that they distribute backwards then they must notify the Council with at least 7 working days notice before the original start date for distribution. New permits will be provided and there will be an administrative charge of £10. Where a distributor wishes to bring forward the dates upon which they distribute then they must give at least 7 working days notice to the Council of the new date that they wish to start. New permits will be provided and there will be an administrative charge of £10. If a distributor wishes to cancel their permit they must give the Council 7 working days notice and return the permits at this time. A full refund will be provided less an administrative charge of £15.