

Application for a Permit to Distribute Free Printed Matter



ASHFORD
BOROUGH COUNCIL

Please email this completed application form, together with the document you wish to distribute, to licensing@ashford.gov.uk

This must be received at least **14 days** prior to commencement of the permit

The appropriate fee must be received at the same time as the application*

Registered Charities and certain other organisations are exempt from paying fees

Business Name

Registered Charity Number

Business Address

Dates of Distribution

Times of Distribution

Contact Details (including name)

Location – please list which streets you wish to distribute on

How many people will be distributing in total?

I undertake to comply with the conditions imposed and to make each distributor aware of their responsibilities under the scheme.

Signed:

Print:

Date:

Fees	
Week permit	£31.00
Month permit	£57.00
Year permit	£103.00

*Please pay the appropriate fee by telephoning 01233 331111.

GENERAL CONDITIONS OF CONSENT

Every distributor should have their authorisation permit (issued by the Council) with them whilst distributing printed matter.

A distributor will, upon demand, produce their authorisation permit, to an authorised officer or police constable.

A distributor will, upon demand, furnish their name, address and date of birth to an authorised officer or police constable.

No free printed matter will be left unattended by any distributor or the consent holder at any time.

The consent holder shall ensure that any free printed matter that is discarded within 50 meters of a distributor is removed and re-used or recycled.

The free printed matter will bear the name and address of the consent holder unless the Council has agreed otherwise.

Free printed matter will not encourage illegal or irresponsible behaviour nor advertise illegal events or activities.

A distributor or consent holder will, upon request by an authorised officer, remove any discarded free printed matter and re-use or recycle it.

All distributors must be eighteen years of age or older.

No printed matter to be placed on or left on any motor vehicle.

Data sharing

Ashford Borough Council is the data controller for any personal information collected in this application. Your information will be used to administrate the licence, processing is being conducted relying upon a contractual legal basis. Your data may be shared with other departments within the council for the purpose of improving services, keeping records up-to-date and for the protection of the public fund. It may also share your data with other bodies responsible for auditing public funds for these purposes. You can find further information about data sharing to identify fraud at ashford.gov.uk/transparency/information-rights/privacy. Your information will be retained as long as you hold the licence + 12 years. For more information about your data protection rights please see our data protection pages which can be found at ashford.gov.uk/transparency/information-rights or contact the Data Protection Officer, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL.