****

**Consent to distribute free printed matter by Static Display**

**Application Form**

|  |  |
| --- | --- |
| **Applicant Details:** |  |
| Name: |  |
| Address (including post code) |  |
| Telephone (mobile and landline) |  |
| Email |  |

**Site Details:**

|  |  |
| --- | --- |
| Business Name |  |
| Site Address |  |
| Site Post Code |  |

|  |  |
| --- | --- |
| Please indicate the month you wish the consent to begin. Please note that all consents run from the 1st of the month. | Month: |

**Please be aware that all applications will take up to 10 working days to process**.

**Declaration:**

I have read and accept the conditions attached to consent to distribute free printed matter in Oxford City.

|  |  |
| --- | --- |
| Signed: | Date: |
|  |  |

**Where to send your application form**

Completed application forms should be sent to Community Safety Service by emailing saferoxford@oxford.gov.uk. Alternatively you can return it by post to St Aldate’s Chambers, 109-113 St Aldate’s, Oxford, OX1 1DS

**Payment:**

Payment for the licence and static display notice can be made by:

Cheque – Cheques should be made payable to Oxford City Council and accompany this application form.

Debit/Credit Card - An officer will contact you once your application has been processed. Please ensure there is a contact number included within your application.

**If you application is successful:**

If your application is successful you will receive:

* a copy of your consent
* copy of your consent conditions
* a static display notice along with a holder

**Cancellation**

Please note Oxford City Council reserves the right to charge an administration fee of up to £25 if the applicant cancels prior to payment for the licence.

**Replacement static display notice**

A fee of £25 will be charge for any replacement notices.

**Appeals:**

Oxford City Council reserves the right to refuse consent to any individual or business and will take any relevant previous convictions, warnings, revocations or refusals for the distribution of free printed matter into consideration before authorisation is given.

Any person aggrieved by a decision of Oxford City Council:

* to refuse consent,
* to impose any limitation or condition subject to which consent is given,
* to revoke consent (or to revoke it to any extent),

may appeal against the decision to a magistrates' court.

A magistrates' court may on an appeal:

* uphold any refusal of consent or require Oxford City Council to grant consent (without limitation or condition or subject to any limitation or condition);
* require Oxford City Council to revoke or vary any condition;
* uphold or quash revocation of consent (or uphold or quash revocation to any extent).