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| **ENVIRONMENTAL PROTECTION ACT 1990**  **Application for Consent to Distribute Free Printed Matter** |

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| **Applicant Details:** | Please complete using ink in BLOCK CAPITALS |
| Name: |  |
| Business Name: |  |
| Address (including post code) |  |
| Telephone (mobile and landline) |  |
| Email |  |
| **AGENTS**  Please provide name and address of the company you wish to distribute free printed matter |  |
| Please provide details if you are a registered charity within the meaning of the Charities Act 1993, religious group or political group |  |
| Please provide a description of the free printed matter (a copy of the material will suffice) |  |

**Badges:**

The cost of your licence will be dependent on the number of badges you request.

Each person wishing to distribute free printed matter **must** be wearing a badge and on show at all times.

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| **Consent Type:** | **Price per Badge:** | **Number of badges:** | **Total:** |
| Annual | £400 each |  | £ |
| Monthly | £100 each |  | £ |
| Concessionary Rates *(applicable to community groups only)* | £50 |  |  |

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| 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](mailto: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 badge(s) 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.

**Successful applicants:**

If your application is successful you will receive:

* a copy of your consent
* copy of your consent conditions
* the consent badges you have ordered
* card holders and lanyards
* template for the card holders log

**Cancellation**

Please note Oxford City Council reserves the right to charge an administration fee of up to £25 if the applicant cancels licence or badges within 3 days of the start date of licence. Any refund will take approximately 10 working days.

**Replacement of badge**

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

**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).