

Voluntary Code On the Distribution of Free Printed Matter



Application for consent to distribute free printed matter

To be completed by the consent holder (the consent holder is the person who is responsible for organising the distribution of the free printed matter eg the manager of an organisation)

Part 1 Establishment or organisation for which consent is sought

Trading name or organisation

Full postal address of the head office or registered company with postcode

Part 2 Type(s) of printed matter(s) you wish to distribute for which consent is sought

Indicate the type(s) of printed matter you are applying for approval to distribute (please tick all that apply)

- Printed leaflets
- Newspapers
- Tickets
- Cards
- Bags
- Booklets
- Posters
- Packs with inserts
- Other – please state below here:

Part 3 **Manager and consent holder of the establishment or organisation**

It may be that the manager and the consent holder will be the same person in which case you only need fill in the details below once.

Name of manager of organisation

Name of consent holder and job title if this is not the manager

Address of organisation with postcode

Tel: including dialling code

Fax: including dialling code

Mobile:

Email:

Part 4 **Intended purpose of the free distribution of printed matter**

For which purpose is the free printed matter to be distributed? (please tick all that apply)

- Promotion of specific event at establishment
- Promotion of general operation and location of an establishment
- Promotion of activities of organisation
- To communicate with members of the public about a particular campaign
- To engage with and recruit persons to the organisation
- To engage with and sign up customers to specific services provided by the organisation
- Other – please state:

Part 5 Location and frequency of the intended distribution

What is the intended location of the distribution?

Number of building (nearest)

Street with postcode

What is the intended frequency of distribution?

Date(s)

Time(s)

Part 6 Number of people handing out the free printed matter and their employment status

How many people will be distributing the free printed matter?

What is their employment status? (Please tick all that apply)

- Employed directly by the organisation
- Self employed
- Voluntary staff
- Other – please state:

Part 7 Conditions relating to the content of the printed matter that will be distributed

The following conditions **MUST** be agreed in relation to the printed matter before we can issue your licence.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I accept that the printed matter will not contain anything that is offensive, racists, is inflammatory |
| <input type="checkbox"/> | <input type="checkbox"/> | I accept that the printed matter will not contain any descriptions, pictures or images that would breach the Trading Descriptions Act 1968 |
| <input type="checkbox"/> | <input type="checkbox"/> | I accept that the printed matter will not contain any offers, deals or competition that is not compliant with the Gambling Act 2005 |

Part 8 Voluntary Code – conditions of approval

The following conditions must be agreed to before consent can be approved. Please indicate consent by ticking all the boxes.

<input type="checkbox"/>	I agree that any person engaged in the distribution of free printed matter shall wear the authorisation badge issued by Northampton Borough Council (upon successful application) in a clearly visible place
<input type="checkbox"/>	I agree that it is the responsibility of the consent holder to make the distributor(s) aware of the conditions of the consent
<input type="checkbox"/>	I agree that no free printed matter shall be left unattended by the distributor
<input type="checkbox"/>	I agree that no free printed matter shall be placed on parked vehicles
<input type="checkbox"/>	I agree that the free printed matter must bear the name and address of the consent holder
<input type="checkbox"/>	I understand and agree that if an authorised offer requests the distributor to pick up discarded printed matter, the distributor shall do so
<input type="checkbox"/>	I agree to ensure that all areas in which the free printed matter has been distributed must be cleaned by the consent holder to a radius of 50 metres from the distribution point

Part 9 Application

I hereby apply, as consent holder of the establishment or organisation detail in Part 1, for approval to consent to distribution of free printed matter subject to all the conditions of the voluntary code and only for the purpose requested.

Signature of consent holder	<input type="text"/>
Name in BLOCK LETTERS	<input type="text"/>
Date	<input type="text"/>

If you need any help or advice about how to complete this form, or about the voluntary code in which consent is required, please contact Regulatory Services (details below)

When you have completed this form please send it to:

Regulatory Services Northampton Borough Council The Guildhall St Giles Square Northampton NN1 1DE	Tel: 0300 330 7000 Email: ehealth@northampton.gov.uk
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IMPORTANT: Please notify us of any changes to the information you have given us, in writing, to Regulatory Services.