**Management of Nottingham City Centre Public Spaces Protection Order 2019**

The Management of Nottingham City Centre Public Spaces Protection Order 2019 (“City Centre PSPO”), which came into effect on 18 March 2019, requires the consent of Nottingham City Council to be obtained before certain activities are undertaken within Nottingham City Centre.

Consent is required if you wish to

* Display a mobile advertisement (an advertisement comprising of or included on a placard borne by, or a sandwich board or costume worn by a person or animal).
* Distribute free matter (which includes matter which is distributed subject to a voluntary payment or charge or discretionary donation).

(If you are proposing to distribute free **printed** material please use the form that can be found at <https://www.nottinghamcity.gov.uk/business-information-and-support/business-and-trading-licences-and-permits/transport-and-streets-licences/free-printed-material-distribution/>)

* Stop or approach people with the intention of asking them for money, personal items or other donations, or with the intention of asking them to enter into any arrangements which involve them in making any future payment or providing information to assist them being contacted at another time with a view to their making a future payment.

(Charities authorised to conduct face to face fundraising in Nottingham city centre via the Institute of Fundraising Site Management Agreement dated February 2014, **do not** need to apply for further consent).

A copy of the City Centre PSPO and supporting documentation can be viewed at <http://www.nottinghamcity.gov.uk/community/community-protection/public-spaces-protection-orders/>

**Whilst the Council will make every effort to process applications within 7 days, a decision on an application will only be made when all appropriate enquiries have been concluded.**

**Activity requiring consent should not be undertaken unless and until formal written consent is granted. Breach of a Public Spaces Protection Order is an offence and may result in prosecution (maximum fine £1,000) or the issue of a Fixed Penalty Notice (£70).**

**If you are unsure whether you need to make an application for consent or not please contact General Licensing by telephone on 0115 9156571 or via email at** **general.licensing@nottinghamcity.gov.uk** **for advice.**

**Whilst no fee is payable for this application, information contained may indicate the need for other formal consents, for which a fee may be payable.**

**Application for Consent**

1. **Details of Applicant**

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| Name: |  |
| Address: |  |
| Company Number if Limited Company: |  |
| Nature of business/organisation: |  |
| Contact Name if different from above: |  |
| Telephone Number: |  |
| Email address: |  |

1. **Which of the following activities are you intending to conduct (please tick)**

[ ] Display a mobile advertisement (Please go to Q3)

[ ] Distribute free matter (Please go to Q4)

[ ] Stop or approach members of the public with the intention of asking for money etc. (Please go to Q5)

1. **Mobile advertisements**
2. What is the nature of your business?

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1. Please give a full description of the proposed mobile advertisement and include a photograph where possible

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1. Where and how are you intending to display the mobile advertisement?

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1. When are you intending to display the mobile advertisement? Please confirm dates and times.

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1. Have you, or your organisation, or anyone working on behalf of your organisation previously applied for consent, pursuant to the City Centre PSPO, to display a mobile advertisement? If yes, please confirm the date of any previous applications.

 Yes [ ]  No [ ]

 Dates:

1. **Distribution of Free Matter**
2. What free matter are you intending to distribute? Please give a full description.

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1. On whose behalf will the distribution be made?

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1. Does any of the free matter that you propose to distribute contain alcohol? If so, please provide details

 Yes [ ]  No [ ]

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1. Are you proposing to sell any products? If so, please provide details.

 Yes [ ]  No [ ]

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1. Please give details of how the proposed distribution will be conducted,

including details of how many people will be undertaking the proposed distribution and any equipment that you propose to place on the highway to facilitate the proposed distribution.

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1. Where are you proposing to distribute the free matter? Please give precise details.

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1. When are you proposing to distribute the free matter? Please confirm dates and times.

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1. Please provide the name and contact details of the Manager who will supervise the proposed distribution on site.

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1. Have you, or your organisation, or anyone working on behalf of your organisation previously applied for consent, pursuant to the City Centre PSPO, to distribute free matter? If yes, please confirm the date of any previous applications.

 Yes [ ]  No [ ]

 Dates

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1. Have you, or your organisation, or anyone working on behalf of your organisation been convicted of an offence under paragraph 1 of Schedule 3A of the Environmental Protection Act 1990

 Yes [ ]  No [ ]

If yes, please provide details including date of conviction

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1. Have you, or your organisation, or anyone working on behalf of your organisation paid a fixed penalty notice for the distribution of free literature without consent in a designated area, within five years preceding the date of this application?

 Yes [ ]  No [ ]

 If yes, please provide details of the date of payment

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1. **Stop or approach people with the intention of asking them for money, personal items or other donations or with the intention of asking them to enter into any arrangements which involve them in making any future payment or providing information to assist them being contacted at another time with a view to their making a future payment**
2. Are you a Registered Charity?

 Yes [ ]  No [ ]

 If yes, please provide Registered Charity number:

1. If you are not a Registered Charity, what is the nature of your business/organisation?

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1. Please give full details of the nature of the activity proposed including the number of people who will be undertaking the activity?

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1. Where are you proposing to conduct the activity? Please give precise details.

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1. When are you proposing to conduct the activity? Please give dates and times.

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1. Please provide the name and contact details of the Manager who will supervise the proposed activity on site.

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1. Have you, or your organisation, or anyone working on behalf of your organisation previously applied for consent, pursuant to the City Centre PSPO, to stop or approach people with the intention of asking them for money etc? If yes, please confirm the date of any previous applications.

 Yes [ ]  No [ ]

 Dates:

**Name……………………. Capacity or Position in Organisation………………….**

**Signature………………………… Date:………………………………….**

Please complete and return the form to Safer Business (Licensing), Community Protection, Nottingham City Council, Byron House, Maid Marian Way, Nottingham, NG1 6HS or via email at general.licensing@nottinghamcity.gov.uk

**Privacy Notice**

We will use the information provided by you for processing a consent application pursuant to the Management of Nottingham City Centre Public Spaces Protection Order 2019 on your behalf.

The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

You are not obliged, either by statute or by contact, to provide the information that is requested here however, you will need to provide this information if you require consent for an activity pursuant to the Management of Nottingham City Centre Public Spaces Protection Order 2019.

The information that you have provided will be kept for 6 years.

The Data Controller is Nottingham City Council, Loxley House, Station Street, Nottingham, NG2 3NG.

The Data Protection Officer is Naomi Matthews. You can contact the Data Protection Officer at the above address or at data.protectionofficer@nottinghamcity.gov.uk .

The new General Data Protection Regulation provides for the following rights as prescribed by the legislation. You have:

* a right to request a copy of your information
* a right to request rectification of inaccurate personal data
* a right to request erasure of your data known as ‘the right to be forgotten’
* a right to in certain circumstances to request restriction of processing
* a right in certain circumstances to request portability of your data to another provider
* a right to object to processing of data in certain circumstances
* a right regarding automated decision making including profiling

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioners Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF and also see the Information Commissioners website.

For more information about these rights, please refer to our detailed privacy statement on our website <https://www.nottinghamcity.gov.uk/privacy-statement> . If you do not have access to a computer and wish to have a copy of any information provided, please request details in writing to the address above.