

# Store Permission Letter

## Store 002917 Newcastle Upon Tyne Extra



For the attention of the Customer Service Desk.

N2O is the Tesco Head Office approved organisation employed to co-ordinate all charity collections at Tesco stores.

Please accept this letter as confirmation that the following charity collection is scheduled to take place at your store.

Please provide space at the front of the store for this activity.

Store number	002917
Store address	Brunton Lane Kingston Park Newcastle Upon Tyne Tyne And Wear NE3 2FP
Organisation name	Northumbria Blood Bikes
Job number	48601
Job name	Charity Booking - Northumbria Blood Bikes
Valid on	6th April 2018
Job type	Charity Collections
Physical location	Front of Store
Department	Customer Services Desk

Please contact the Taste at Tesco Charity Team on 01628 902 341 / 01628 902 348 if you have any queries regarding this activity.

Yours sincerely,

**Gindo Kaur**

**Charities Co-ordinator**

**Taste at Tesco Charities Team**

[www.tasteattesco.com](http://www.tasteattesco.com)

# Further to the confirmation of your charity collection activity

## Key Information Reminder

### Key point one

Take your Store Permission Letter with you to store for confirmation purposes on the day of collection. We also recommend that you contact them directly beforehand to acknowledge your attendance and make a connection with them personally.

### Key point two

The charity you represent must have public liability insurance (for a minimum of £1million) and be able to supply a certificate of insurance to us to confirm this on request.

If the Tesco store opens directly onto the pavement, you must apply for a collection permit from the Local Authority or Metropolitan Police to collect on the public highway, or only collect within the store.

### Key point three

General recommendation of collection times: 9.30am - 5.30pm, but please do check with the store directly if you wish to start earlier or extend the time / Sunday trading hours if applicable.

### Key point four

On completion of your collection you are required to notify us of the amount of money / weight of food you raised during your collection. Please Note: From 1st January 2018, there will be a new process where you can do this directly on the website. Full details will be available on [www.tasteattesco.com](http://www.tasteattesco.com) in January.

### Key point five

Please note that neither N2O nor Tesco are able to accept responsibility for any loss or injury which may occur whilst you are at our premises.

### Key point six

You must abide by the charity collection policy as follows:

1. No type of selling is permitted, including raffle tickets, tombola's or cake sales
2. No collection of customer personal contact details and/or direct debit information is permitted
3. The use of any equipment is at the discretion of the store manager
4. Third party professional fundraising agencies may not collect at Tesco stores
5. Collectors under 16 must be accompanied by an adult and only two people may collect at any one time
6. Collectors must not inconvenience or annoy customers, approach customers or shake tins

*Please note: If you are unable to carry out a collection you will need to contact the store directly to inform them of your cancellation. Since the booking period will be closed, unfortunately we will not be able to reschedule the collection or offer them to another charity. Please also send an email to [charitybookings@tasteattesco.com](mailto:charitybookings@tasteattesco.com) or call on the numbers below to notify us of the cancellation.*

If you have any queries, please do not hesitate to contact the charity team on 01628 902341 / 01628 902348 or email us on [charitybookings@tasteattesco.com](mailto:charitybookings@tasteattesco.com).

Kind regards,

Gindo Kaur  
Charities Coordinator  
N2O Limited