



**APPLICATION FOR A HOUSE TO HOUSE
COLLECTION LICENCE**

In pursuance of Section 2 of the House to House Collections Act 1939, as amended by the Local Government Act 1972, and the House to House Collections Regulations 1947.

In pursuance of the Charities Act 1992 and the Charitable Institutions (Fund Raising) Regulations 1994.

APPLICANT

1. Title and Surname: Mr/Mrs/Miss: _____

Other Names: _____

2. Full Postal Address of Applicant: _____

Tel. No. _____ Postcode: _____

3. Date and Place of Birth: _____

4(a) If applying on behalf of a registered charity, quote Registration No. _____

4(b) Are you applying on behalf of a professional fund-raiser or commercial participator (as defined by the Charities Act 1992)? YES/NO

If Yes, please quote full details:

Full name of Company: _____

Company registered number: _____

Company registered address: _____

Telephone No. _____

CHARITY, ORGANISATION OR FUND TO BENEFIT

5. Full name and address: _____

6. Contact person: Name: _____ Tel. No. _____

7. Charity Registration No. _____
 (If unregistered or registration pending, please state which): _____
8. Objects of the charity, organisation or fund which is to benefit: _____
9. Has a written agreement been granted by the charity or organisation permitting the applicant to collect on their behalf? YES/NO
 (If yes, please attach a copy of the relevant agreement).
 (If **no**, it may not be possible for this Authority to grant a permit).

DETAILS OF COLLECTION

10. On what dates is it proposed to collect? _____
11. Between what hours is it proposed to collect? _____
12. In what areas of the Borough is it proposed the collection will be made? _____

13. Is it proposed to:
- (a) Collect money? YES/NO
 If so, receptacle type: sealed container – own/charity's/other – please specify:

- (b) Sell articles for the benefit of charitable or other purposes? YES/NO
 If so, state whether flags, badges, magazines or specify _____
- (c) Is it proposed to collect property? YES/NO
 If Yes, please specify nature of property: _____
14. Approximately how many persons is it proposed to authorise to act as collectors in this Authority's area and subject of this application?

15. Is application being made for collection permits for the same purposes in other local authority areas?
 If so, in what authorities? _____
 and approximately how many persons in all is it proposed to authorise to act as collectors?

16. In the case of collections for a charity or organisation, other than the charity/organisation applying, have you agreed to pay all collected monies direct before any deductions for remuneration expenses have been made? YES/NO

17. Is it proposed that any deduction will be made from the proceeds of the collection for expenses or any other purpose? YES/NO

If any deduction is to be made, state for what purpose, and give an estimate of the sum which will be deducted.

18(a) Have you or, to your knowledge, anyone associated with the promotion of the collection, been refused a house to house collection licence or street collection permit or had a licence/permit revoked? YES/NO

If Yes, please give details: _____

18(b) Have you been convicted by a court for any offence which is not spent under the terms of the Rehabilitation of Offenders Act 1974? YES/NO

If Yes, please give details: _____

18(c) Have you been convicted by any court of any offence (irrespective of whether the offence is spent or not) contrary to:

- (i) Section 5 of the Police, Factories (Miscellaneous Provisions) Act 1916? YES/NO
- (ii) The House to House Collections Act 1939? YES/NO
- (iii) Section 119 of the Civic Government (Scotland) Act 1982? YES/NO
- (iv) Part II of the Charities Act 1992 include The Charitable Institutions (Fund Raising) Regulations 1994? YES/NO

I hereby apply for a licence authorising me to conduct a house to house collection, the particulars of which are aforementioned, and which are true to the best of my knowledge and belief. I also certify, to the best of my knowledge and belief, the collectors to be employed are aged 16 or over and are fit and proper persons for the purposes of the collection specified.

I undertake to provide the local authority, within one month of the date of the said collection, with a statement of income and expenditure using the authority's prescribed form for this purpose, a copy of which will be provided at the same time as issue of any licence. I have read the Regulations and I undertake full responsibility for the control of the collection or sale being carried out in strict compliance with these regulations.

I hereby authorise the local authority to make such checks as they consider prudent concerning this application and also to consult with the Police, the Charity Commission and other public agencies, if necessary, and in pursuance of such enquiries are authorised to disclose any information given herein.

WARNING: Any person who, for the purposes of an application under the House to House Collections Act 1939, knowingly or recklessly furnishes any information which is false in a material particular, shall be guilty of an offence.

Signed: _____ Date: _____
(Applicant)

When completed, this application form should be return to the Licensing Section, Public Protection, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG

Data Protection Act 1998 - personal data supplied in connection with this application will be processed in accordance with the Data Protection Act 1998 by Caerphilly County Borough Council for the purposes of administration of licensing and maintenance of official registers, some of which are required to be made publicly available by law

National Fraud Initiative (NFI) - This authority is under a duty to protect the public funds it administers and ensure applicants are legally entitled to work in the UK. We may therefore use the information you have provided on this form for the prevention and detection of fraud and to check entitlement to work. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information on NFI, see the Council's website <http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information> , or contact the Corporate Information Governance Unit at foi@caerphilly.gov.uk For more information on licensing and entitlement to work, contact Licensing on 01443 866750.



Name of the person to whom licence granted: _____

Address of person to whom licence granted: _____

Name of charity or fund to benefit from collection: _____

Date of collection: _____ Licence No: _____

Area in which collection held: _____

Proceeds of collection	Amount	Total	Expenses and application of proceeds	Amount	Total
From collecting boxes (insert names of collectors and box numbers)			Printing and stationery Postage Advertising Collecting boxes Badges Emblems Other items		
Interest on proceeds			Payments approved under Reg. 15 (2)		
Other items			Disposal of balance (insert particulars)		
TOTAL			TOTAL		

Certificate of Person to whom Licence Granted

I certify that, to the best of my knowledge and belief, the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Signed: _____ Date: _____

Certificate of Accountant

I certify that I have obtained all the information and explanations required by me and that the above is, in my opinion, a true account of the proceeds, expenses and application of the proceeds of the collection.

Signed: _____ Date: _____

Qualifications: _____

When completed, this statement must be returned to the Licensing Section, Penallta House, Tredomen Park, Ystrad Mynach, within one month from the date of the collection.



HOUSE-TO-HOUSE COLLECTIONS ACT 1939

HOUSE-TO-HOUSE COLLECTIONS REGULATIONS 1947 (as amended)

The above Act and the Regulations made thereunder contain important provisions for THE REGULATION OF HOUSE-TO-HOUSE COLLECTIONS FOR CHARITABLE PURPOSES, and prescribes FINES AND/OR IMPRISONMENT for offences against the Act or the Regulations.

1. In these Regulations unless the context otherwise requires.

“The Act” means the House-to-House Collections Act 1939;

“Charitable Purposes” means any charitable, benevolent or philanthropic purpose.

“Collection” means an appeal to the public, made by means of visits from house-to-house, to give, whether for consideration or not, money or other property; and “collector” means a person who makes the appeal in the course of such visits.

“Promoter” means a person who causes others to act as collectors for the purposes of the collection.

“House” includes a place of business.

“Proceeds” means in relation to a collection, all money and all other property given, whether for consideration or not, in response to the appeal.

“Order” means an order made by the Secretary of State under Section 3 of the Act

“Licence” means a licence granted by the Licensing Authority under Section 2 of the Act.

“Collecting Box” means a box or other receptacle for monetary contributions, securely closed and sealed in such a way that it cannot be opened without breaking the seal.

2. Except in the cases specified in paragraph 6 and 7:

No collection in any locality for a charitable purpose may be made unless the promoter is licensed by the Licensing Authority for the area comprising that locality, and the collectors are authorised by the promoter.

3. Application for a licence shall be made in writing not later than one month before the date on which it is proposed to make the collection:

Provided that the Licensing Authority may reduce the period of one month if satisfied that there are special reasons for so doing.

4. The Licensing Authority cannot grant a licence for a period longer than twelve months.

5. The Licensing Authority may refuse a licence, or where granted, may revoke it in circumstances specified in the Act. There is a right of appeal to the Secretary of State against the refusal or the revocation of a licence, within fourteen days from the date on which notice is given of the refusal or the revocation.
6. Where the Secretary of State is satisfied that a person pursues a charitable purpose throughout the whole, or a substantial part, of England and Wales, and is desirous of promoting collections for that purpose, the Secretary of State may by Order direct, in effect, that such person shall be exempt from the requirement to obtain licences from the Licensing Authority, as respects all collections for that purpose in such localities as may be described in the Order.
7. If the Chief Officer of Police for the area comprising a locality in which a collection for a charitable purpose is being, or proposed to be made, is satisfied that the purpose is local in character, and that the collection is likely to be completed within a short period, he may grant to the person who appears to him to be principally concerned in the promotion of the collection a Certificate in the prescribed form; and where a Certificate is so granted, a licence from the Licensing Authority is not required, and the provisions of the Regulations (as to which, see Paragraph 8 below), shall not apply to a collection made in conformity with such Certificate.
8. Regulations have been made by the Secretary of State under the Act. The Regulations include the following, amongst other provisions -
 - (a) Every promoter of a collection must exercise all due diligence to secure that persons authorised to act as collectors are fit and proper persons; and to secure compliance by collectors with the Regulations.
 - (b) No promoter of a collection shall permit any person to act as a collector unless he has issued to that person -
 - (i) a prescribed Certificate of Authority;
 - (ii) a prescribed badge; and
 - (iii) if money is to be collected, a collecting box marked, or a receipt book (with receipts and counterfoils or duplicates consecutively numbered) marked on every receipt, with a general indication of the purpose of the collection, and a distinguishing number.
 - (c) In the case of a collection in respect of which a licence has been granted, every prescribed Certificate of Authority shall be given on a form obtained from H.M. Stationery Office, and every prescribed badge shall be so obtained.
 - (d) No person under the age of 16 years shall act or be authorised to act as a collector of money.
 - (e) No collector shall importune any person to the annoyance of such person, or remain in, or at the door of, any house if requested to leave by the occupant thereof.

9. Every collector, to whom a collecting box or receipt book has been issued, shall -
- (a) when the collecting box is full or the receipt book is exhausted, or
 - (b) upon the demand of a promoter of the collection, or
 - (c) when he does not desire to act as a collector, or
 - (d) upon the completion of the collection

return to a promoter of the collection that collecting box with the seal unbroken or that receipt book with a sum equal to the total amount of the contributions (if any) entered therein.

10. The chief promoter of a collection shall exercise all due diligence to secure that all forms of prescribed certificates of authority and prescribed badges obtained by him for the purposes of the collection are destroyed when no longer required in connection with that collection or in connection with a further collection which he has been authorised to promote for the same purpose.
11. The promoter of a collection shall furnish an account of the collection in the form prescribed by the Licensing Authority within one month of the expiry of the licence.

FURTHER INFORMATION

For further information, reference should be made to the Act and Regulations, which are obtainable from H.M. Stationery Office, or through any bookseller.