LICENCE FOR
HOUSE TO HOUSE
COLLECTION

APPLICATION FORM
FORM OF APPLICATION FOR LICENCE FOR HOUSE TO HOUSE COLLECTION

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence authorising me to promote the Collection, of which particulars are given below.

Name of Charity/Fund for which the Collection is being made: ____________________________________________

Registered Charity Number: _____________________________________________________________________

Full name of Applicant: _________________________________________________________________________

Address of applicant: __________________________________________________________________________

_____________________________________________________________________________________________

Postcode: ___________________________________________________________________________________

Contact telephone number: ___________________________ E-mail: ______________________________________

Position held by applicant in the charity or society: _________________________________________________

Please tick the description which best describes your role: ☐ Voluntary fund-raiser ☐ Professional fund-raiser

In which area(s) of the Metropolitan Borough Council is it proposed that the collection will take place?

_____________________________________________________________________________________________

When is it proposed to hold the collection?

Please note: A maximum of 4 weeks per calendar year can be issued to a Charity.

☐ Yes ☐ No

Is it proposed to collect money?

Please note: Local Authorities are not responsible for the issuing of licences for envelope collections.

☐ Yes ☐ No

Is it proposed to collect the other property?

If yes, is the property to be (Please tick):

☐ Sold ☐ Used ☐ Given Away

How many persons is it proposed to authorise to act as collectors?

________________________________________________________

Please state the names of the collectors:

________________________________________________________

________________________________________________________
What proportion of the **proceeds** of the collection is to be given to the stated fund? ________________________________

Is it proposed to pay the collectors out of the proceeds of the collection?    [ ] Yes    [ ] No

If yes, how much? ________________________________________________________________

Is it proposed to pay other persons out of the proceeds of the collection?    [ ] Yes    [ ] No

If yes, how much and what is their position within the organisation? ________________________________

Is the application being made for licences for collections in other areas?    [ ] Yes    [ ] No

If yes, to what authorities? ________________________________________________________________

Approximately how many persons in all is it proposed to authorise to act as collectors? ________________________________

Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a licence or under the Act, or had a licence or order revoked in the past 5 years?    [ ] Yes    [ ] No

If yes, give details: ________________________________________________________________

Is it proposed to promote this collection in conjunction with a street collection?    [ ] Yes    [ ] No

If the collection is for a War Charity, please state if such Charity has been registered or exempted from registration under the War Charities Act 1940, and give name or registration authority and date of registration or exemption below:

______________________________________________________________________________

**Please Note**

All house to house collections authorised by the Metropolitan Borough must comply with the House to House Collections Regulations 1947 S.R. & O. 1947 No.2662, extracts of which are attached.
Checklist:  

- I have made or enclosed particulars of any contracts with any charity which will benefit from this collection
- I have enclosed bank account details into which the collection will be paid
- I have enclosed literature about the organisation who will benefit
- I have enclosed written permission to collect on charities behalf
- I have enclosed accounts for the last financial year (Audited, if possible)
- I attach a Basic Disclosure Certificate issued for the applicant by Disclosure Scotland.

Please note: There must be less 3 months between the date of issue on the Disclosure and the date on which the Local Authority receives this application.

I hereby confirm that to the best of my knowledge all the information supplied is correct. I understand that if I do not comply with the above requirements my application may be rejected. I understand that it is my responsibility as the applicant to ensure a completed form of account must be submitted within one month of the date of collection. [In exceptional circumstances this time limit may be extended subject to written confirmation from the licensing section.]

Signature of Applicant: ____________________________ Date: ____________________________

If you do not provide a disclosure certificate your application may be delayed or rejected.

Please read the consent statement below and sign and date as appropriate:

I hereby give my consent to Stockport Council that they may take a copy of my Basic Disclosure Certificate and retain this on file.

Signature of Applicant: ____________________________ Date: ____________________________
EXTRACTS OF THE HOUSE TO HOUSE COLLECTION REGULATIONS 1947

2. INTERPRETATION

(1) In these regulations, unless the context otherwise requires:-

"The Act" means the House to House Collection Act 1939.

"Chief Promoter" in relation to a collection, means to a person to whom a licence has been granted authorising him to promote that collection or in respect of whom an order has been made directing that he shall be exempt from the provisions of subsection (2) of section 1 of the Act as respects that collection;

"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;

"Licence" means a licence granted by a licensing authority under section 2 of the Act;

"Order" means an order made by the Secretary of State under section 3 of the Act;

"Prescribed badge" means a badge in the form set out in the Fourth Schedule to these regulations;

"Prescribed Certificate of Authority" means a certificate in the form set out in the Third Schedule to these regulations;

"Receipt book" means a book of detachable forms of receipt consecutively numbered with counterfoil or duplicates correspondingly numbered:

"Street collection" means a collection or sale to which negotiations made under section 5 of the Police, Factories, etc, (Miscellaneous Provisions) Act 1916 apply;

(2) A mark shall for the purposes of these regulations are deemed to have been made on a collecting box if it is made on a wrapper securely gummed to the collecting box.

(3) the Interpretation Act 1989 applies to the interpretation of these regulations as it applies to the interpretation of an Act of Parliament.

5. "Responsibility of Promoters as respects Collectors"

Every promoter of a collection shall exercise all due diligence:-

(a) to ensure that persons authorised to act as collectors for the purposes of the collection area fit and proper persons; and

(b) to ensure compliance on the part of persons so authorised with the provisions of these regulations.

6. "Certificates of Authority, Badges, Collecting Boxes and Receipt Books:"

No promoter of a collection shall permit any person to act as a collector, unless he has issued or caused to be issued to that person:-

(a) a prescribed certificate of authority duly completed (except as regards the signature of the collector) and signed by or on behalf of the chief promoter of the collection;

(b) a prescribed badge, having inserted therein or annexed thereto a general indication of the purpose of the collection; and

(c) if money is to be collected, a collecting box or receipt marked with a clear indication of the purpose of the collection and a distinguished number, which indication and number shall, in the case of a receipt book, also be marked on every receipt contained therein in addition to the consecutive number of the receipt.

(2) "Every Promoter of a Collection Shall Exercise all Due Diligence to Secure"

(a) that the prescribed certificate of authority, prescribed badge, collecting box or receipt book is issued, unless the name and address of the collector to whom it was issued have been entered on a list showing in respect of any collecting box or receipt book the distinguishing number thereof; and

(b) that every prescribed certificate of authority, prescribed badge, collecting box or receipt book issued by him or on his behalf is returned when the collection is completed or when for any other reason a collector ceases to act as such.
"In the Case of a Collection in Respect of Which a Licence Has Been Granted"

(a) every prescribed certificate of authority shall be given on a form obtained from Her Majesty's Stationery Office, and every prescribed badges shall be so obtained; and

(b) every prescribed certificate of authority shall be authenticated, and the general indication on every prescribed badge of the purpose of the collection shall be inserted therein or annexed thereto in a manner approved by the chief officer of the Licensing Authority for the area in respect of which the licence was granted.

7. Duties of Collectors in Relation to Certificates and Badges. Every Collector Shall:-

(a) sign his name on the prescribed certificate of authority issued to him and produce it on the demand of any police constable or of any occupant of a house visited by him for the purpose of the collection;

(b) sign his name on the prescribed badge issued him and wear the badge prominently whenever he is engaged in collecting; and

(c) keep such certificate and badge in his possession and return them to a promoter of the collection on replacement thereof or when the collection is completed or at any other time on the demand of a promoter of the collection.

8. Age Limit

No person under the age of 16 years shall act or be authorised to act as a collector of money.

9. Importuning

No collector shall importune any person to the annoyance of such persons, or remain in, or at the door of, any house if requested to leave by any occupant thereof.

10. Collection of Money

(1) where a collector is collecting money by means of a collecting box, he shall not receive any contribution save by permitting the person from whom it is received to place it in a collecting tin issued to him by a promoter of the collection.

(2) Where a collector is collecting money by other means than a collecting box, he shall, upon receiving a contribution from any person, forthwith and in the presence of such person enter on a form of receipt in a receipt book issued to him by a promoter of the collection and on the corresponding counterfoil to duplicate the date, the name of the contributor and the amount contributed, and shall sign the form of receipt, the entries and signature being in ink or indelible pencil, and shall had the form of receipt to the person from whom he received the contribution.

11. Duty of Collectors to Return Boxes and Books – 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 the receipt book with a sum equal to the total amount of the contributions (if any) entered therein.

12. Examination of Boxes and Books"

(1) Subject as provided in paragraph (2) of this regulation, a collecting box when returned shall be examined by, and, if it contains money, be opened in the presence of, a promoter of the collection and another responsible person.

(2) Where a collection box is delivered unopened to a bank, it may be examined and opened by an official of the bank in the absence of a promoter of the collection.

(3) As soon as a collection box has been opened, the contents shall be counted and the amount shall be entered with the distinguishing number of the collecting box on a list, which shall be certified by the persons making the examination.

(4) Every receipt book when returned and all sums received therewith shall be examined by a promoter of the collection and another responsible person, and the amount of all the contributions entered in the receipt book shall be checked with the money and entered with the distinguishing number of the receipt book on a list, which shall be certified by the persons making the examination.
14. **“Promoters to Furnish Accounts”**

(1) the chief promoter of a collection in respect of which a licence has been granted shall furnish an account of the collection to the Licensing Authority by which the licence was granted within one month of the expiry of the licence.

(2) Provided the licences are granted to the same person for collections to be made for the same purpose in more than one local authority area, a combined account of the collections made in all or any of those local authority areas may be agreement between the chief promoter and the respective authorities, be made only to such of the respective authorities may be so agreed.

(3) the Licensing Authority or the Secretary of State may extend the period within which an account is required to be furnished to the authority or to him, as the case may be, if satisfied that there are special reasons for so doing.

(4) the chief promoter of a collection which is made in whole or in part with a street collection of which an account is required to be furnished to a licensing authority by regulations made under section 5 of the Police, Factories, etc(Miscellaneous Provisions) Act 1916, may, if the said Licensing Authority agrees, combine the accounts of the house to house collection, in so far as it is made in connection with the street collection, with the accounts of the street collection, and the amount so included in the combined account shall not be required to form a part of the account required to be furnished under paragraph (1) or, as the case may be, paragraph (2) of this regulation, so, however, that in the case of an account furnished under that said paragraph (2) the account shall show, in addition to an account in respect of monies received from house to house collections not made in connection with a street collection, a statement showing the total expenses and the balance applied to charitable purposes.

15. **“Form and Certification of Accounts – The Account Required by the Preceding Regulation”**

(a) Where money has been collected, shall be furnished in the form set out in the Fifth Schedule to these regulations and, where property has been collected and sold, shall be furnished in the form set out in the Sixth Schedule to these regulations, and in either case shall be certified by the chief promoter of the collection and by an independent responsible person as auditor; and

(b) Where property (other than money) has been collected and given away or used, shall be furnished in the form set out in the Seventh Schedule to these regulations and shall be certified by the chief promoter and by every person responsible for the disposal of the property collected.

16. **“Vouching of Accounts”**

(1) Every account furnished under paragraph (a) of regulations shall be accompanied by vouchers for each item of the expenses and application of the proceeds and, in the case of a collection of money, by every receipt book used for the purposes for the collection and by the list referred to in paragraph (2) of regulation 6 of these regulations and the list referred to in regulation 12 of these regulations.

(2) Paragraph (1) of this regulation shall not apply to an account certified by an auditor who is a member of an association or society of accountants accepted as competent by the authority to which the account is submitted, but where in such case the vouchers, receipt books and lists mentioned in the said paragraph (1) are not submitted with an account, the chief promoter shall ensure that they are available for three months after the account is submitted and shall, if the authority to which the account was submitted so requires at any time within that period, submit them to that authority.

(3) **Disposal of disused certificates of authority, etc.**

the chief promoter of a collection shall exercise all due diligence to secure that all forms of prescribed certificates or authority and prescribed badges obtained by him for the purpose of the collection are destroyed when they 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.