

**HOUSE TO HOUSE COLLECTIONS ACT 1939
House to House Collections Regulations 1947 and Charities Act 2006**

Application for a Licence to: Runnymede Borough Council

In pursuance of Section 2 of the House to House Collection Act 1939 and the Charities Act 2006, I hereby apply for a licence allowing me to promote the collection, of which particulars are given below.

Dated.....20..... Signed.....

1. Surname of applicant (in block letters) Other names	1.
2. Address of applicant	2.
3. Particulars of charitable purposes* to which proceeds of collection are to be applied (Full particulars should be given and, where possible, the most recent account of any charity which is to benefit should be enclosed.) * please see attached guidance notes for applicants	3.
4. In which areas is it proposed to hold the collection?	4.
5. Please give the dates of the proposed collection	5.
6. Is it proposed to collect money?	6.
7. Is it proposed to collect other property? If so, of what nature? And is it proposed to sell such property or to give it away or to use it?	7.
8. Approximately how many persons is it proposed to authorise to act as collectors?	8.
9. Is it proposed the remuneration should be paid out of the proceeds of the collections – (a) to collectors? (b) to other persons? If so, at what rates and to what classes of persons?	9. (a) (b)
10. Is application being made for licences for collections for the same purpose in other areas? If so, to what authorities? And, approximately, how many persons in all is it proposed to authorise to act as collectors?	10.
11. Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a licence or order under the Act, or had a licence or order revoked? If so, give details	11.
12. Is it proposed to promote this collection in conjunction with a street collection? If so, is it desired that the accounts of this collection should be combined wholly or in part with the account of the street collection?	12.
13. If the collection is for a War Charity, state if such charity has been registered or exempted from registration under the War Charities Act, 1940, and give name of registration authority and date of registration or exemption	13.

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud. For further information, please see www.runnymede.gov.uk/DataMatching

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 prescribe FINES AND/OR IMPRISONMENT for offences against the Act or the Regulations.

1. Except in the cases specified in Paragraphs 3 and 4:-
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.
2. Application for a licence must be made in the prescribed manner. The Licensing Authority cannot grant a licence for a period longer than twelve months and 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.
3. 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.
4. **If the Chief Constable** for the Police 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 5 below) shall not apply to a collection made in conformity with such Certificate.
5. 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 any occupant thereof.
 - f) The promoter of a collection must, within one month of the expiry of the licence, furnish an account of the collection in the form prescribed to the licensing authority or the Secretary of State, as the case may be.

DEFINITIONS

6. **'Charitable Purpose'** 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.
'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.
'Promoter' means a person who causes others to act as collectors for the purposes of the collection.

HOUSE TO HOUSE COLLECTIONS ACT 1939 CHARITIES ACT 2006

FORM OF ACCOUNT OF EXPENSES, PROCEEDS AND APPLICATION OF PROCEEDS OF COLLECTION OF MONEY

Name and address of promoter

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Name of organisation responsible for the collection or sale

Name of the Charity or Fund which is to benefit

Object of collection

Area to which account relates

Date(s) of collection

All amounts to be entered GROSS. Show nil entries.

Proceeds of collection			Expenses and application of proceeds		
	£	p		£	p
From Collectors as in lists of Collectors and amounts attached hereto			Printing and stationery		
Bank interest			Postage		
Other items (if any)			Advertising		
			Collecting boxes		
			Other items (if any)		
			Disposal of balance (insert particulars)		
Total			Total		

CERTIFICATE OF CHIEF PROMOTER I certify that to the best of my knowledge and belief the above is a true account of the expenses, proceeds and application of the proceeds of the house to house collection to which it relates.

Date Signed.....

CERTIFICATE OF AUDITOR I certify that I have obtained all the information and explanations required by me as auditor and that the above is, in my opinion, a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.

Date Signed.....

Qualifications

A STATEMENT IN THIS FORM MUST BE COMPLETED AND FORWARDED TO MISS C PINNOCK,
DEPARTMENT OF ADMINISTRATION AND LEISURE, RUNNYMEDE BOROUGH COUNCIL,
CIVIC CENTRE, STATION ROAD, ADDLESTONE, SURREY, KT15 2AH
WITHIN ONE MONTH OF THE DATE OF THE COLLECTION.

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