

HOUSE TO HOUSE COLLECTIONS ACT 1939

APPLICATION FOR LICENCE

SECTION 1 - NOTES FOR GUIDANCE

1. House to house collections are governed by the House to House Collections Act 1939 and the House to House Collections Regulations 1947 as amended.
2. Unless you hold an exemption certificate, you will need to obtain a licence before holding a house to house collection.
2. As promoter, you must **not** allow anyone to collect money or goods unless you have given to them:-
 - (a) a certificate of authority; and
 - (b) a badge.

Licence holders must obtain these items from H M Stationery Office **after** the licence has been issued. You will be told how to apply for these and given a certificate to send to H M Stationery Office when the licence is issued.
3. If money is collected, the collecting box(es) should show what the collection is in aid of.
4. Application for this licence must be made not later than the first day of the month preceding that in which it is proposed to commence the collection (for example, application for a collection to be made in August must be submitted before 1 July).
5. If you have any difficulties with this application, ask us to help. Unfortunately, this form is prescribed by the Regulations and the Council has been unable to apply its normal "plain English" standards to it.

SECTION 2 - HOW TO APPLY

1. Fill in all parts of this form.
2. Attached the following additional information to the application form:
 - Literature about the organisation;
 - Copy of published accounts for the last two years;
 - Copy of statement of accounts from the last three or four collections carried out (including collections held in other Licensing Authority areas);
 - Letter from the charitable organisation authorising you to undertake a collection on their behalf, if you are not an official of the organisation; and
 - An agreement or contract details with any registered charity or individual benefiting from this collection.

3. Take or send it to:-

Licensing Department
North West Leicestershire District Council
Council Offices
COALVILLE
Leics, LE67 3FJ

SECTION 3

To: The Licensing Authority for the District of North West Leicestershire.

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.

Date Signed

SECTION 4 - PARTICULARS OF COLLECTION

1. Surname of applicant (in block letters)
Other name(s)

2. Address of applicant
.....Post Code
Telephone No. (Home)(Business)

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).
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4. Over what parts of the District of North West Leicestershire is it proposed that the
collection should extend?
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5. During what period of the year is it proposed that the collection should be made?
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6. Is it proposed to collect money?

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?

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8. Approximately how many persons is it proposed to at as collectors in the area of North West Leicestershire to which the application is addressed?

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9. Is it proposed that remuneration should be paid out of the proceeds of the collection:

(a) to collectors?

(b) to other persons?

If so, at what rates and to what classes of persons?

10. Is application being made for licences for collections for the same purpose in other licensing areas?

If so, to what licensing authorities?.....

And, approximately, how many persons in all is it proposed to authorise to act as collectors?

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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?

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If so, give particulars

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12. Is it proposed to promote the collection in conjunction with a street collection?

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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?

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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 2940, and give name of registration authority and date of registration or exemption.

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