

Application for House To House Collections Licence

House to House Collections Act 1939

To:

[Insert name and address of the Council in whose area the premises is located]

Under Section 2 of the House to House Collection Act, 1939, I am applying for a licence allowing me to promote the collection of which details are given below

1. Name of applicant: (the person who will be responsible for the Collection and who will sign and issue each collector authority to collect).

2. Address of Applicant

Postcode:	Telephone No:
Email Address:	

3. Please state the name of the organisation you represent.

4. Please state the purpose of the organisation you represent

5. Please detail when your organisation was established, the names of your trustees and directors.

6. Please include your accounts for the past two years and any relevant financial statements. Please also include any remuneration amounts paid to senior members of the organisation.

7. Please state the name of the Charity for which the Collection is being made and the registered charity number.

8. Outline the purpose and key objectives of the charity.

9. Please give the address of the charity head office.

Postcode: Telephone No:

10. Please enclose a copy of the written Fundraising agreement between yourselves and the charity as prescribed by the Charities Act 1992.

11. Please detail the dates of your proposed collection:

12. Please state the area of the district the collection will cover. (Please give detailed description or include a map)

13. Please state the numbers of collectors to whom authority will be given to collect, if you are intending to sub contract please state to whom and how this will be managed:

14. If the Collection is for a War Charity, state if such charity has been registered or exempted from registration under the War Charities Act of 1940, and give the registration authority and date of registration or exemption.

15. Is it proposed to collect money? YES/NO

16. 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?

17. Is it proposed the 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 persons?

18. How much will the charity get as part of this collection.

19. Please give the proportion of this as a percentage of the cost of the collection.

20. Please detail exactly how money or property is given to the charity, please include how you donate to the charity, how you work out how much money the charity receives and how you cover the expenses

21. Are any applications being made for licences for collections for the same purpose in other areas? YES/NO

If so, to what Authorities? Approximately how many persons in all is it proposed to authorise to act as collectors?

22. Has an application been made for a Street Collection for the above mentioned Charity during the same period?

YES/NO

If so, during which period is the Collection for?

Is it desired that accounts for the House to House and Street Collection be combined

YES/NO

23. Has the applicant or the company, 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? YES/NO

If yes please give details

Has the applicant or the collecting company been convicted of any offences for fraud, theft or dishonesty.

YES/NO

If so, please give details.

Date of Application:

Signature of Applicant:

Print Name:

Please post your completed application to:

**Central Licensing Administration Unit
East Northamptonshire Council
Cedar Drive
Thrapston
Northamptonshire NN14 4LZ**

Website: www.northantslicensing.gov.uk
Enquiries to: licensingunit@east-northamptonshire.gov.uk