

**HOUSE TO HOUSE COLLECTIONS ACT, 1939,
 HOUSE TO HOUSE REGULATIONS 1947**

APPLICATION FOR A HOUSE TO HOUSE COLLECTION LICENCE

IN PURSUANCE of section 2 of the HOUSE TO HOUSE COLLECTIONS ACT, 1939, I hereby apply for a licence authorising me to promote a collection, details of which are given below:

Date: Signed:

1. Surname of applicant (In block letters)
 Other names

2. Name of organisation undertaking collections (if applicable). If collection is being undertaken by a registered company, please also provide registered company number.

Full Name			
Address			
Post Town		Postcode	
Telephone		E-mail	
Company Registration Number			

3. Contact address of applicant

Address			
Post Town			
Telephone		Postcode	

4. Is the organisation/individual undertaking the collection:

- (a) An individual
- (b) A registered company (including any subsidiary company of a registered charity or charitable purpose)
- (c) Any other type of business
- (d) The registered charity or charitable purpose that is proposed to benefit from the collection

Note that if a collection is undertaken by any subsidiary company which is owned by a charity/charitable purpose (including any fundraising company arm of a charity) and that entity has its own legal identity then box (b) must be ticked and a registered company number provided in answer to question 2 (if applicable)

<p>5. Particulars of charitable purposes to which proceeds of collection are to be applied. (Full particulars should be given including name of organisation, registered address, registered charity number (if applicable) and appropriate contact details. Furthermore, where possible, the most recent account of any charity which is to benefit should be enclosed.)</p>	
<p>6. Over which parts of the District is it proposed that the collection should extend?</p>	
<p>7. During what period of the year is it proposed that the collection should be made?</p>	
<p>8. Is it proposed to collect money</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>9. Is it proposed to collect other property – if so</p> <p>a. of what nature</p> <p>b. is it proposed to sell such property or to give it away or to use it?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>10. Approximately how many persons is it proposed to authorise to act as collectors in the area of the authority to which the application is addressed?</p>	
<p>11. Is it proposed that remuneration should be paid out of the proceeds of the collection to:</p> <p>a. the collectors (including collection costs incurred by the charity/charitable purpose if they are undertaking the collection themselves or any subsidiary company of a registered charity or charitable purpose?</p> <p>b. other persons?</p> <p>If so, at what rates and to what classes of person?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Note to applicant:

In deriving the answer to question 11, all tangible costs should be considered including:

- Cost of purchasing bags/leaflets;
- Distribution costs;
- Vehicle costs (including fuel, hire, insurance and other costs);
- Collection staff and other associated staff salaries;
- Warehouse/storage costs;
- Any other tangible cost that be attributed to the door to door collection.

<p>12. 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?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>13. 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 yes, please give particulars.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>14. 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</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>15. If collection is for a War Charity, state such if a 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.</p>	

When completed, this form should be submitted to the Council's Licensing Section at the address given below not later than one month before the date(s) on which it is proposed to make the collection.

If the charity named overleaf has not previously applied for a permit to conduct a collection within the Harlow District, the following must accompany the application:

- Information about the beneficiary charity and the use to which the proceeds of the House to House collection will be put.
- The most recent financial accounts of the beneficiary charity.

Further information may be requested to enable the Council to determine the application.

If the applicant is not in any way connected with the Charity named overleaf but intends to collect on it's behalf, a written letter of approval for the Charity must be submitted authorising the applicant to undertake the collection.

How information about you will be used

Harlow Council understands that your privacy is important to you. The information you provide on this form will be kept private and confidential and used for the purpose of processing your application.

However, Harlow Council may use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.

Please answer all questions fully in order for your application to be processed.

NOTE: It is important that the Chief Promoter should have knowledge of the provisions of the House to House Collections Regulations 1947, made by the Secretary of State. To obtain a copy of the regulations contact: The Stationery Office Ltd (TSO). Tel: 0870 600 5522

Please return to: Licensing Department, Civic Centre, The Water Gardens, Harlow, Essex, CM20 1WG