



**House to House Collections Act 1939
House to House Collections Regulations 1947 & 1963**

Application for a House to House Collection licence

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|------------------------------|-------------------------------------|---|
| For Council use only: | Application reference number | M |
|------------------------------|-------------------------------------|---|

Please write legibly in **BLOCK CAPITALS**, and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete applications will not be processed.

Applications must be made **no later than one month** prior to the proposed collection date(s).

You may wish to keep a copy of the completed form for your records.

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.

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

| Particulars of collection | | | |
|---------------------------|--|---|---|
| 1. | Surname of applicant: | | |
| | Other names: | | |
| 2. | Address of applicant: | | |
| 3. | Particulars of charitable purposes to which proceeds of collection are to be applied: <i>(Full particulars should be given and, where possible, the most recent account of any charity which is to benefit should be enclosed.)</i> | | |
| 4. | Over what part(s) of the licensing authority's area is it proposed that the collection should extend? | <input type="checkbox"/> Hemel Hempstead (all) <input type="checkbox"/> Tring (all) <input type="checkbox"/> Whole of Dacorum | <input type="checkbox"/> Berkhamsted (all) <input type="checkbox"/> Kings Langley (all) <input type="checkbox"/> Other <i>(please state below):</i> |
| 5. | During what period of the year is it proposed that the collection should be made? | From: <i>(date)</i> | To: <i>(date)</i> |
| 6. | Is it proposed to collect money? | <input type="checkbox"/> Yes (cash) <input type="checkbox"/> Yes (direct debit pledges) | <input type="checkbox"/> No |

| | | | |
|-----|--|---|--|
| 7. | Is it proposed to collect other property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | If so, of what nature? | | |
| | Is it proposed to sell such property or to give it away or to use it? | <input type="checkbox"/> To sell property <input type="checkbox"/> To give property away | <input type="checkbox"/> To use property |
| 8. | Approximately how many persons is it proposed to authorise to act as collectors in the area of the licensing authority to which the application is addressed? | | |
| 9. | Is it proposed that remuneration should be paid out of the proceeds of the collection- | | |
| | (a) to collectors? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | (b) to other persons? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | 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 areas? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | If so, to what authorities? | | |
| | And, approximately, how many persons in all is it proposed to authorise to act as collectors? | | |
| 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | If so, give particulars: | | |
| 12. | Is it proposed to promote this collection in conjunction with a street collection? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | If so, is it desired that the accounts of this collection should be combined wholly or in part with the accounts of the street collection? | | |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 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: | Not applicable | |

Data Protection – PLEASE READ THIS NOTICE CAREFULLY

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence, including carrying out any applicable searches and background checks. The information will be held on file and on an internal database, and such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, charities nominated to benefit from street collections, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes, unless the law requires us to.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

Guidance notes

Please complete the application form with as much detail as possible. This will avoid your application being delayed if we have to ask you to clarify or confirm details.

House to house collections are defined as an appeal to the public, made by means of visits from house to house (or business premises), to give money or other property (such as clothing, toys, bric-a-brac, etc).

Please note that a house to house collection licence will not allow you to collect cash in streets or public places. If you wish to do this, you will also need to apply for a street collection permit.

Charities holding Cabinet Office national exemption orders should not complete this form; instead please contact us at licensing@dacorum.gov.uk with details of your proposed collection within Dacorum.

3. Where collecting for a registered charity, please give the charity's name, administrative address and registration number. Otherwise, please give details of the purpose which will benefit from the collection.

4. Where it is intended to collect from houses in a small number of streets only, please specify the streets.

5. Licences will be granted for a maximum period of 12 months, and promoters will be required to submit returns for all collections carried out within the period of a licence.

6. Collectors receiving cash donations should be issued with a sealed and numbered container, clearly marked with the purpose for which the collection is being carried on, into which all donations are placed directly. At the end of the collection, all containers must be returned, with the seals intact, to the promoter, to be opened either by the promoter and another responsible persons, or by a bank official.

7. Any property collected must be accounted for at the end of the collection, on the returns forms which will be provided by the authority.

8. Every collector taking part in the collection must be issued with both a certificate of authority and an official ID badge (obtained through the Government stationers, using a letter of authorisation that will be provided by the Council). Promoters remain responsible for the conduct of collectors for the duration of the licence.

Licence applications may be refused on any of the following grounds:

- The total amount likely to be applied for charitable purposes is inadequate in proportion to the value of the proceeds likely to be received
- Excessive remuneration is likely to be retained/received by any person
- The applicant is not a fit and proper person, by virtue of previous convictions for fraud or dishonesty
- The applicant has previously failed to exercise due diligence in respect of the collectors he authorised to carry out a collection, or to secure their compliance with statutory requirements
- The applicant has refused or neglected to provide any information required by the authority in connection with the application, including any additional information requested after receipt of the application.