

## HOUSE TO HOUSE COLLECTIONS

### APPLICATION INFORMATION



- Applications to be made no later than one month prior to the proposed month of collection (i.e. application must be received no later than 1<sup>st</sup> April for a collection in May).
- We will endeavour to only issue one licence at any one time, with the exception of Home Office Exemptions, to which we have no control.
- Collection dates are issued on a 'first come-first served' basis
- No promoter, collector or person who is otherwise connected with a collection, shall permit a person under the age of sixteen years to act as a collector.
- A minimum of 75% of the proceeds of the goods collected must be donated to the good cause; OR where the value of the donation is less than 75% of the proceeds, the collection bag or collection leaflet must clearly and prominently state the percentage to be donated. We must be provided with a copy of the leaflet/bag before approval can be given.
- Collectors must carry identification at all times whilst collecting, to prove authorisation.
- Relevant application information will be published on the Council's Website to inform the public of monthly collections.
- The Chief Promoter is responsible for furnishing an account of the collection within one month of the expiry of the licence.
- We will verify the accuracy of your accounts with the Charity.
- Failure to submit accounts may affect any future applications made.

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



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.

**Application will only be processed if all questions are completed.**

**1. ORGANISATION DETAILS**

Name  Address   
Tel No:

Registered Charity Number  Charity organisation/ Professional fundraiser

Has the organisation ever been know by any other name? Yes  No

If yes, please give details

**2. APPLICANT DETAILS**

Surname  Other Names

Is the applicant also to be the promoter of a collection on behalf of any other organisation? Yes  No

If yes, please give details

Is the applicant part of a professional fund-raising organisation? Yes  No

If yes, please give details

**3. PERSONAL DETAILS OF APPLICANT**

Home Address

Daytime Tel No.

Date of Birth

Email Address

**4. PARTICULARS OF CHARITABLE PURPOSES**

You should enclose with this form the following:

- Particulars of any contracts with any charity, which is to benefit from this collection
- List of trustees
- Previous years accounts
- Literature on organisation(s) who will benefit

**5. COLLECTION DETAILS**

Where is it proposed that the collection will be held?

Give 3 dates (in order of preference) for which you wish to be considered (only 1 date will be issued by this Authority)

1.

2.

3.

Is it proposed to collect money?

Yes

No

Is it proposed to sell articles?

Yes

No

If yes, a) of what nature

b) of what price

**6. COLLECTORS DETAILS**

How many collectors will be authorised to collect?

What proportion of the proceeds of the collection is to be applied to the stated charity?

If less than 100% give full details of how the remainder is to be applied.

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

(a) to collectors?

Yes

No

(b) to other persons

Yes

No

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

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**7. APPLICATION TO OTHER LOCAL AUTHORITIES**

Is an application being made by you on behalf of this or any other organisation for a Licence in any other area? Yes  No

If yes –

a) To what Authority

b) Who is to be the promoter of the collection

**8. REFUSAL OF PERMITS OR OFFENCES**

a) Has the applicant or to the knowledge of the applicant anyone associated with the collection been refused a licence in respect of any charitable collection had a permit or order revoked or has anyone connected with the organisation any convictions for dishonesty offences?

Yes  No

b) Is there or has there been any Police or Charity Commission inquiry into any person connected to the organisation or the organisation itself?

Yes  No

If yes to either a) or b) give details

**9. STREET COLLECTION**

Do you also wish to apply for a street collection permit?

Yes  No

If yes, do you intend to combine the accounts of the two collections together, or do you intend to submit separate accounts?

*Note: a separate street collection application needs to be submitted.*

**10. CERTIFICATION OF ACCOUNTS**

Give the name, home or business address and designation of any person who will certify the statement of account.

**11. WAR CHARITIES**

- a) If the collection is for a War Charity state if the charity has been registered or exempted from registration under the War Charities Act 1940.

and

- b) Give the name of registration authority

- c) Date of registration or exemption

**12. STREET PROCESSION**

- a) Is the collection to be made in connection with a street procession?

Yes  No

- b) If yes, enclose a plan detailing the proposed route.

I hereby authorise Hartlepool Borough Council to duplicate to other parties any documentation attached to this application form or any documentation received relating to any fund raising activity on behalf of this or any other organisation to which the applicant is connected.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

“This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes”

**PLEASE RETURN THIS FORM TO:**

**THE LICENSING TEAM  
PUBLIC PROTECTION DIVISION  
CIVIC CENTRE  
VICTORIA ROAD  
HARTLEPOOL  
TS24 8AY**

**TEL: 01429 523354  
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