

Application form for a House to House Collection Licence

This pack contains a form and explanatory notes to apply for a House to House collection Licence.

The application should be made on the form provided and returned to the address given below. Please give **no less than** 28 days' notice.

For collections involving Professional Fundraisers and/or Commercial Participators please provide all the information requested on Pages 5/6 together with your application form. Any application sent in without this information may be returned unprocessed.

GUIDANCE NOTES

Anyone wishing to appeal to the public to collect money or other property for any charitable purpose by going from house to house must have a licence to do so. (Note: "HOUSE in this connection includes public houses and places of business).

Permission is given:-

1. By the Secretary of State, who may do so by Order, in the case of collections made throughout the whole country or a substantial part of it; or
2. By the Licensing Committee, who may grant a licence authorising a person to promote such collection in the Borough or
3. By the Chief Constable, who may grant a certificate to allow a minor collection in a particular part of the Borough, for a purpose local in character, and which is to be completed within a short period of time.

Anyone who wishes to hold a House to House Collection should obtain a copy of the House to House Collections Act 1939, and Regulations made under the Act, which will give them full information on the subject.

Rules to be followed for any House to House Collection not covered by a Police Certificate:-

1. An application for a licence must be in the prescribed form at least 28 days before the date of the collection.
2. If you are not a member of the group you wish to collect for, you will need to send us a letter from them saying that they agree to you collecting for them. Please send this with your completed application form.
3. Every person acting as a collector must carry a copy of the certificate of authority given to him by the promoter of the collection and which he must produce on request to any police constable, or any occupant of a house visited by him for the purpose of collection.
4. Every collector must have a prescribed badge, which is also to be supplied by the promoter and which he must wear prominently whenever collecting.

5. A collector of money must not be under the age of 16 years.
6. A collector must not harass any person, nor remain at any house if requested to leave by the occupant.
7. If money is collected, the contribution should be put into the box, or if no box, a receipt for the contribution should be given by the collector. The Regulations state the procedure to be followed for the examination of boxes and books.
8. If you wish the collection to be in the form of direct debit pledges you will need to provide a copy of the Agreement (signed by both parties), between the Fundraising Company and the Charity, detailing the costs of your services. Please send this in with your application form.

Any application sent in without this information may be returned unprocessed.

9. A constable may request any person believed to be acting as a collector, to declare immediately their name and address and to sign their name.
10. A Form of Account will be sent with the licence. This has to be completed by the promoter and certified by an Accountant and then returned to the Licensing Section within one month of the licence expiring.

If you require any further assistance, please contact the Licensing Unit & Enforcement Unit, Rossendale Borough Council, Futures Park, Bacup, Rossendale, Lancashire OL13 0BB.

Email licensing@rossendalebc.gov.uk

Telephone 01706 238640

Rossendale

BOROUGH COUNCIL

HOUSE TO HOUSE COLLECTION ACT 1939 Form Of Application For Licence

The attention of applicants for licences under the House to House Collections Act is drawn to Paragraph 4 of the House to House Collections Regulations 1947 made by the Secretary of State on the 12 December 1947. This paragraph provides that ordinarily an application for licence shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection.

Name of Applicant (Mr/Mrs/Miss/Ms)	
Date of Birth:	
National Insurance No.	
Daytime telephone No:	
Address of Applicant	
Name of Charity or Fund which is to benefit from the proceeds of the collection:	
Address of Charity/Fund:	
Objects of the charity:	
What are the aims of the Charity? (Please enclose charity leaflets and a copy of your latest charity accounts):	
Are you attaching leaflets by: e-mail <input type="checkbox"/> or in the Post <input type="checkbox"/>	Are you attaching latest accounts by: e-mail <input type="checkbox"/> or in the Post <input type="checkbox"/>
Over what parts of the licensing area is it proposed that the collection should extend ?	
Over what dates or period of the year is it proposed that the collection should be made ?	
Approximately how many collectors will there be?	
Is it proposed to collect money?	
Is it proposed to collect other property?	

If other property, please state the nature of that property	
Is it proposed to sell such property or to give it away or to use it?	
Is application being made for licences for collections for the same purposes in other licensing areas?	
If yes, to what licensing authorities?	
Approximately how many persons <u>in total</u> is it proposed to authorise to act as collectors?	
Is it proposed to promote this collection in conjunction with a street collection?	
If yes, is it proposed to submit one account or separate accounts.	
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.	
Are the whole of the receipts to be paid over to the Charity or Fund?	
If not, please state the purpose for which deductions will be made?	
Please also state approximately how much will be deducted for expenses or other purposes?	
NB PLEASE NOTE THAT NO DEDUCTION CAN BE MADE UNLESS DETAILS ARE SPECIFICALLY STATED ON THIS FORM	
Is it proposed that remuneration should be paid out of the proceeds of the collection to any individual person(s)?	
If, so please state who, why and how much it is intended to pay them.	
Has any person connected with the promotion of this collection been refused a licence or order under the Act, or had a licence or order revoked?	
If yes, please give details	

Please answer **all** questions fully in order that the processing of your application is not delayed.

DECLARATION

Before submitting this application form you must agree to meet the following requirements:

- I am aware that should a House to House Collection Licence be granted to me the collection must take place in strict compliance with the House to House Collection Regulations which I have read and fully understand.
- I am aware that it is also necessary for me to submit a certified form of statement within 28 days of the collection taking place.
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- The application form has been completed by you as the applicant and not a third party;
- You will be available to attend, in person, any appointment resulting from the submission of this application, and conducted by an officer of this authority if required;
- You will make available any supporting documentation / information required as part of considering this application if required.
- The details contained in the application form are correct to the best of your knowledge and belief;

I agree to meet the requirements stated above ☐

DECLARATION

I confirm that the details contained in this application form were completed by me on

I confirm that the details contained in the application form are correct to the best of my knowledge and belief.

Applicant's signature/Proposed Licence Holder

Date:.....

To return form by e-mail please save your form on your computer once completed and then send as an attachment to the following e-mail address: licensing@rossendalebc.gov.uk

Information for Professional Fund Raisers and Commercial Participators

Charities Act 1992, Part II

Extract from S.I. 1994 No 3024 – The Charitable Institutions (Fund-raising Regulations) 1994.

Agreements between charitable institutions and professional fund-raisers

2. (1) The requirements as to form and content of an agreement made for the purposes of section 59(1) of the Charities Act 1992 are those set out in the following provisions of this regulation.
- (2) Such an agreement (hereafter in this regulation referred to as “the agreement”) shall be in writing and shall be signed by or on behalf of the charitable institution and the professional fund-raiser.
- (3) The agreement shall specify-
- (a) the name and address of each of the parties to the agreement;
 - (b) the date on which the agreement was signed by or on behalf of each of those parties;
 - (c) the period for which the agreement is to subsist;
 - (d) any terms relating to the termination of the agreement prior to the date on which that period expires; and
 - (e) any terms relating to the variation of the agreement during that period.
- (4) The agreement shall also contain-
- (a) a statement of its principal objectives and the methods to be used in pursuit of those objectives;
 - (b) if there is more than one charitable institution party to the agreement, provision as to the manner in which the proportion in which the institutions which are so party are respectively to benefit under the agreement is to be determined; and
 - (c) provision as to the amount by way of remuneration or expenses which the professional fund-raiser is to be entitled to receive in respect of things done by him in pursuance of the agreement and the manner in which that amount is to be determined.

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Agreements between charitable institutions and commercial participators

3. (1) The requirements as to form and content of an agreement made for the purposes of section 59(2) of the Charities Act 1992 are those set out in the following provisions of this regulation.
- (2) Such an agreement (hereafter in this regulation referred to as “the agreement”) shall be in writing and shall be signed by or on behalf of the charitable institution and the commercial participator.
- (3) The agreement shall specify-
- (a) the name and address of each of the parties to the agreement;
 - (b) the date on which the agreement was signed by or on behalf of each of those parties;
 - (c) the period for which the agreement is to subsist;
 - (d) any terms relating to the termination of the agreement prior to the date on which that period expires; and
 - (e) any terms relating to the variation of the agreement during that period.
- (4) The agreement shall also contain-
- (a) a statement of its principal objectives and the methods to be used in pursuit of those objectives;
 - (b) provision as to the manner in which are to be determined-
 - (i) if there is more than one charitable institution party to the agreement, the proportion in which the institutions which are so party are respectively to benefit under the agreement; and
 - (ii) the proportion of the consideration given for goods or services sold or supplied by the commercial participator, or of any other proceeds of a promotional venture undertaken by him, which is to be given to or applied for the benefit of the charitable institution, or
 - (iii) the sums by way of donations by the commercial participator in connection with the sale or supply of any goods or services or supplied by him which are to be so given or applied,
 - (c) provision as to any amount by way of remuneration or expenses which the commercial participator is to be entitled to receive in respect of things done by him in pursuance of the agreement and the manner in which any such amount is to be determined.
- (5) The statement of methods referred to in paragraph (4)(a) above shall include, in relation to each method specified, a description of the type of charitable contributions which are to be given to or applied for the benefit of the charitable institution and of the circumstances in which they are to be so given or applied.