



Legal and Democratic Services
Woodgreen, Witney, Oxfordshire, OX28 1NB
Tel: 01993 861000 Fax: 01993 861450

House to House Collections Act, 1939

Application for Licence

Section 2 of the House to House Collections Act, 1939

APPLICANT:

Title Surname

First names:

Full home postal address

..... Postcode

Tel No. (Day) (Mobile)

Occupation

CHARITY, ORGANISATION OR PERSON TO BENEFIT:

Please give details of charitable purpose to which proceeds of collection are to be applied (full particulars should be given and, where possible, the most recent account of any charity which is to benefit should be enclosed).

Name of beneficiary

Address

.....

Please state if the above named beneficiary is a charity, non registered organisation or individual? (If charity, registered No.)

Purpose of appeal (what funds will be used for)

.....

Is it proposed to appeal for money? YES/NO and/or collect articles? YES/NO

Description of articles being collected

Will envelopes be used to collect? YES/NO

ALLOCATION OF PROCEEDS:

Will all the money collected be handed over to the beneficiary? YES/NO

If "No", state in general terms the amounts (gross) to be applied out of each £1:

Wages Commission £ Fund-raising expenses £ Beneficiary £

COLLECTION DETAILS

Between what dates is it proposed the collection should be made?

.....

Over what parts of the area is it proposed the appeal will take place?

.....

Approximately how many persons will be authorised as collectors?

Issue each collector with a badge, which clearly shows the name of the charity. The badges should be worn in a visible position by the collector at all times when delivering envelopes/bags or collecting money/goods.

All collectors should carry a collecting box or receipt book clearly showing the charity's name.

A copy of the licence should be given to each collector to be carried at all times when making the collection.

APPLICATION TO OTHER LOCAL AUTHORITIES

Are you, or to your knowledge is any other person, making a similar application for a collection licence in any other local authority's area? YES/NO

If yes, state name(s) of local authorities applied to

.....

Applicant's name if different from this application

PAYING-IN DETAILS

All money collected/received from this appeal will be paid into the following account:

Account Name: Account No:

Bank name & address:

..... Sort Code: - -

Please enclose with your application a copy of the latest published accounts for the registered charity (if applicable) and copies of any literature about the organisation or individual who will benefit if available.

REFUSAL OF PERMITS/LICENCES OR PREVIOUS CONVICTIONS:

Have you or, to your knowledge, has anyone connected with this proposed appeal: been refused a permit/licence in respect of any application for an appeal/collection for charitable, benevolent or philanthropic purpose? YES/NO

had a permit/licence refused, amended or revoked by any Local Authority on any occasion? YES/NO

Have you, the applicant been convicted of any offence conviction for which there was a finding that you acted fraudulently or dishonestly? YES/NO

Subject to the provisions of the Rehabilitation of Offenders Act 1974, have you, the applicant, been convicted of any of the following offences:

- (i) Offences under Sections 47 to 56 of the Offences Against the Person Act 1861
- (ii) Robbery, burglary and blackmail under the Theft Act 1968
- (iii) Offences in Scotland involving personal violence or lewd, indecent or libidinous conduct, or dishonest appropriation of property
- (iv) Offences under the Street Collection Regulation (Scotland) Act 1915
- (v) Offences under Section 5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916

If “Yes” applies to any question, please attach a separate sheet giving full details.

No person under the age of 16 years, shall act or be authorised to act as a collector.

IMPORTANT NOTES – PLEASE READ CAREFULLY BEFORE SIGNING

“Charitable purpose” means any charitable, benevolent or philanthropic purpose whether or not the purpose is charitable within the meaning of any rule of law.

“Collection” means an appeal to the public, made by means of visits from house to house, to give, whether for consideration or not, money or other property; and “collector” means, in relation to a collection, a person who makes the appeal in the course of such visits as aforesaid.

“House” includes place of business.

If you are unclear about the law, you should seek independent professional advice before signing the declaration above.

DECLARATION:

I undertake to provide West Oxfordshire District Council, within 4 weeks of this appeal taking place, a certified statement of income and expenditure using the enclosed Statement of Return Form prescribed for this purpose.

I hereby authorise and consent for the Council to make such checks and share information with the Police, other Authorities or the Charity Commission as they may consider necessary in order to verify the information given in this application.

I certify that all material facts herein are true.

Signature of applicant: Date