



# APPLICATION FOR A HOUSE-TO HOUSE COLLECTIONS LICENCE

To: Three Rivers District Council

In pursuance of Section 2 of the House-to-House Collections Act 1939, I hereby apply for a licence allowing me to promote the collection, of which particulars are given below.

<b>Surname of Applicant:</b> <i>(in block letters)</i>	<b>Other Names:</b>
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<b>Address of Applicant:</b>
<b>Contact Phone No.:</b>
<b>email address:</b>

<b>Particulars of charitable purposes to which proceeds of collection are to be applied:</b> <i>(Full particulars should be given and, where possible, the most recent account of any charity which is to benefit should be enclosed.)</i>
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<b>Over what parts of the area is it proposed that the collection should extend?</b>
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<b>During what period of the year is it proposed that the collection should be made?</b>
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<b>Is it proposed to collect money?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Is it proposed to collect other property?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>If so, of what nature?</b> .....			
<b>Is it proposed to:</b>	Sell such property <input type="checkbox"/>	Give away <input type="checkbox"/>	Use <input type="checkbox"/>

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?

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

To collectors  To other persons

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

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Is application being made for licences for collections for the same purpose in other areas?

Yes  No

Approximately how many persons in all is it proposed to authorise to act as collectors?

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?

Yes  No

If so, give particulars:

.....

Is it proposed to promote this collection in conjunction with a street collection?

Yes  No

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?

Yes  No

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

Registered  Exempted

Give name of registration authority:

.....

Date of registration or exemption:

Date:

Signed:

Please return to: Licensing Team  
Three Rivers District Council  
Three Rivers House  
Northway  
Rickmansworth  
Herts WD3 1RL

# **HOUSE-TO-HOUSE COLLECTIONS ACT 1939**

## **1. Charitable Collections from House to House to be Licensed**

- (a) Subject to the provisions of this Act, no collection for a charitable purpose shall be made unless the requirements of this Act as to a licence for the promotion thereof are satisfied.
- (b) If a person promotes a collection for a charitable purpose, and the collection for that purpose is made in any locality pursuant to his promotion, then, unless there is in force, throughout the period during which the collection is made in that locality, a licence authorising him, or authorising another on whose authority he acts, to promote a collection therein for that purpose, he shall be guilty of an offence.
- (c) If a person acts as a collector in any locality for the purposes of a collection for a charitable purpose, then, unless there is in force, at all times when he so acts, a licence authorising a promoter under whose authority he acts, a licence authorising a promoter under whose authority he acts, or authorising the collector himself, to promote a collection therein for that purpose, he shall be guilty of an offence.

## **2. Exemptions in the Case of Collections Over Wide Areas**

Where the Secretary of State is satisfied that a person pursues a charitable purpose throughout the whole of England or a substantial part thereof and is desirous of promoting collections for that purpose, the Secretary of State may by order direct that he shall be exempt from the provisions of sub-section 2 of section 1 of this Act as respects all collections for that purpose in such localities as may be prescribed in the order, and whilst an order so made in the case of any persons is in force as respects collections in any locality, the provisions of this Act shall have effect in relation to the person exempted, to a promoter of a collection in that locality for that purpose who acts under the authority of the person exempted.

Any order made under this section may be revoked or varied by a subsequent order made by the Secretary of State.

## **House to House Collections Regulations 1947 (as amended)**

**The above Act and the Regulations made there under contain important provisions for THE REGULATION OF HOUSE TO HOUSE COLLECTIONS FOR CHARITABLE PURPOSES, and prescribe FINES AND/OR IMPRISONMENT for offences against the Act or the Regulations.**

1. Except in cases specified in Paragraphs 3 and 4:-  
**No collection in any locality for a charitable purpose may be made unless the promoter is licensed by the Licensing Authority for the area comprising that locality, and the collectors are authorised by the promoter.**
2. Application for a licence must be made in the prescribed manner. The Licensing Authority cannot grant a licence for a period longer than twelve months and may refuse a licence, or where granted, may revoke it, in circumstances specified in the Act. There is a right of Appeal to the Secretary of State against the refusal or the revocation of a licence, within fourteen days from the date on which notice is given of the refusal or revocation.

3. Where the Secretary of State is satisfied that **a person pursues a charitable purpose throughout the whole, or a substantial part, of England and Wales, and is desirous of promoting collections for that purpose**, the Secretary of State may by Order direct, in effect, that such person shall be exempt from the requirements to obtain licenses from the Licensing Authority, as respects all collections for that purpose in such localities as may be described in that Order.
4. If the Chief Constable for the Police Area comprising a locality in which a collection for a charitable purpose is being, or proposed to be, made is satisfied that the purpose is local in character, and that the collection is likely to be completed within a short period, he may grant to the person who appears to him to be principally concerned in the promotion of the collection a Certificate in the prescribed form; and where a certificate is so granted, a licence from the Licensing Authority is not required, and the provisions of the Regulations (as to which see Paragraph 5 below) shall not apply to a collection made in conformity with such Certificate.
5. Regulations have been made by the Secretary of State under the Act. The Regulations include the following, amongst other provisions –
  - a) Every promoter of a collection must exercise all due diligence to secure that persons authorised to act as collectors are fit and proper persons; and to secure compliance by collectors with the Regulations.
  - b) No promoter of a collection shall permit any person to act as a collector unless he has issued to that person –
    - i) **A prescribed certificate of authority**
    - ii) **A prescribed badge; and**
    - iii) **If money is to be collected, a Collecting Box marked, or a Receipt Book (with receipts and counterfoils or duplicates consecutively numbered) marked on every receipt, with a general indication of the purpose of the collection, and a distinguishing number.**
  - c) In the case of a collection in respect of which a Licence has been granted, **every prescribed Certificate of Authority shall be given on a form obtained from H. M. Stationery Office (TSO Ltd), and every prescribed Badge shall so be obtained.**
  - d) No person **under the age of 16 years**, shall act or be authorised to act as a collector or money.
  - e) No collector shall importune any person to the annoyance of such person, or remain in, or at the door of, any house if requested to leave by any occupant thereof.
  - f) The promoter of a collection must, within one month of the expiry of the licence, furnish an account of the collection in the form prescribed to the licensing authority or the Secretary of State, as the case may be.

## 6. DEFINITIONS

**“Charitable Purpose”** means any charitable, benevolent, or philanthropic purpose.

**“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.

**“Collector”** means a person who makes the appeal in the course of such visits.

**“House”** includes a place of business.

**“Proceeds”** means, in relation to a collection, all money and all other property given, whether for consideration or not, in response to the appeal.

**“Promoter”** means a person who causes others to act as collectors for the purposes of the collection.

## 7. FURTHER INFORMATION

For further information, reference should be made to the Act and Regulations which are obtainable from TSO Orders, Post Cash Dept, PO Box 29, Norwich NR3 1GN. Website [www.tso.co.uk](http://www.tso.co.uk), 08706 005522.

8. Enquiries in connection with these matters may also be addressed to Licensing Team, Three Rivers District Council, Three Rivers House, Northway, Rickmansworth, WD3 1RL.