



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

Application for a house to house collection permit

A permit is required by anyone wishing to carry out house to house collections in order to collect money or items for charitable purposes under the provisions of the House to House Collections Act 1939.

Charities given an exemption by the Home Office do not require a house to house collection permit

Any expenses taken from donations must be limited to a maximum of 25%.

To apply for a permit complete the application form and return it to;

Licensing.team@threerivers.gov.uk

Alternatively the form can be returned to:

Licensing Department
Three Rivers District Council
Three Rivers House
Northway
Rickmansworth
Hertfordshire
WD3 1RL

There is no fee payable for a permit. A return will have to be submitted within one calendar month of the collection showing how much was raised and how the money collected was distributed.

Consideration and determination of your application and service standards

The process of consideration and determination of your application will normally take approximately 14 days. We do request though that applications are received at least 1 calendar month before the proposed collection date.

As some charities hold a Home Office Exemption to the House to House collection licensing regime it is not possible to ensure there will only be one charity collecting in one area at any one time.

Please contact licensing 01923 776611 or licensing.team@threerivers.gov.uk should you have any questions.

Section 1

Charity/Organisation/Beneficiary Details

Name _____

Head Office Address _____

Local Address (if different from above) _____

Charity registration number (if applicable) _____

Section 2

Particulars of Applicant (the applicant must be the organiser of the proposed collection)

Status Mr / Mrs / Miss / Ms / Other _____ Family Name: _____

First Name: _____ Date of Birth: _____

Home address including postcode _____

Email address: _____

Main telephone number _____ (incl area code)

Other telephone number _____

Section 3

Other details of applicant

Have you ever been refused a licence/permit to collect in aid of a charity, organisation or beneficiary? Yes / No

If yes, give details _____

Section 4

Details of Collection

Which town(s) or village(s) do you desire to make a collection?

Date(s) on which collection is to be made (2 week period maximum)

Times you want to make the collection/sale: From: _____ To: _____

Is it proposed to collect money? Yes / No

Is it proposed to collect other property? Yes / No

If yes, give brief details of property _____

Is it proposed to: Sell the articles Give away articles Use articles

How many persons do you plan to authorise as collectors within the area? _____

Will 100% of the proceeds of the collection be donated to the charity/charitable purpose?

Yes / No

If remuneration is to be paid out of the proceeds please give details:

Declaration

I declare all information provided is true and complete. I have read and agree to abide by the Three Rivers District Council House to House Collections Regulations. I have received permission from the charity/ organisation/beneficiary named to act on its/their behalf.

Signature of applicant..... Date.....

Printed name.....

The authority is under a duty to protect public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public fund. For more information please see the Audit Commission website.

We are striving to become entirely paperless and are therefore phasing out paper correspondence in favour of electronic communication and documents. Please provide an email address that we can use to correspond with you and to which we can send your documents:

Email address*: _____

*required

DATA PROTECTION

Please see our Privacy Notice at <https://www.threerivers.gov.uk/privacy-notice>

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, 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.

Or alternatively email: licensing.team@threerivers.gov.uk