

**APPLICATION  
FOR A  
HOUSE TO  
HOUSE  
COLLECTION  
LICENCE**

## **GUIDANCE NOTES FOR A HOUSE TO HOUSE COLLECTION LICENCE**

### **PLEASE NOTE YOU MUST GIVE AT LEAST 1 CALENDAR MONTHS NOTICE**

Before sending your application form to the Licensing Services please check that you have included or completed the following: -

- (1) A leaflet or letter giving details of the aims and work of the charity.  
(New applications only).
- (2) A letter of authorisation from the charity giving permission for the named applicant to collect.
- (3) Professional fundraisers must supply a booklet or leaflet outlining the aims of the organisation.
- (4) State the collection days, dates and areas of the City you wish to collect.  
(Section 13).
- (5) It is a requirement of City of Wolverhampton Council that the application is sent to West Midlands Police in order that a subject access check can be carried out on the applicant.
- (6) The Council would prefer that any expenses incurred are not deducted from the monies collected. If however you need to deduct any expenses, please send in a letter with your application form giving full details. Consideration will then be given to your request.
- (7) Your completed application form should be returned to:

City of Wolverhampton Council  
Licensing Services  
Civic Centre  
St Peter's Square  
Wolverhampton  
WV1 1DA

**one calendar month prior to the date of collection.**

**PLEASE ENSURE YOUR APPLICATION IS CORRECT AND ALL RELEVANT DOCUMENTS ARE INCLUDED. ANY ERROR WILL RESULT IN YOUR APPLICATION BEING RETURNED TO YOU AND THEREFORE WILL RESULT IN A DELAY IN THE PROCESSING OF YOUR APPLICATION.**

**THE GUIDANCE NOTES AND HOUSE TO HOUSE REGULATIONS SHOULD BE RETAINED FOR YOUR INFORMATION.**

**HELPLINE (01902) 553834**

# HOUSE TO HOUSE COLLECTIONS ACT 1939

## HOUSE TO HOUSE COLLECTIONS REGULATIONS 1947 (as amended)

1. Except in the 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. The Council cannot grant a licence for more than twelve months and may refuse a licence, or where granted, revoke it, in circumstances specified in the Act.
3. If 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 that such person shall be exempt from the requirement to obtain licences from the Licensing Authority, as respects all collections for that purpose in such localities as may be described in the 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 such a case a Licence from the Council is not required.
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, 68/69 Bull Street, Birmingham B4 6AD and every prescribed Badge shall be so obtained.
- (d) No person under the age of 16 years, shall act or be authorised to act as a collector of money.
- (e) No collector shall importune any person to the annoyance of such person, or remain in, or at the door of, any house is requested to leave by any occupant thereof.
- (f) The promoter of a collection must furnish an account of the collection. Copy statement of account will be sent to you with the permit.

### **PLEASE NOTE**

“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; and “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.

**CITY OF WOLVERHAMPTON COUNCIL  
HOUSE TO HOUSE COLLECTIONS ACT 1939  
APPLICATION FOR A HOUSE TO HOUSE LICENCE**

<p><b>1.</b> Surname of Applicant: (Block Letters) (Mr/Mrs/Miss/Ms) Forenames: Date of Birth:</p>	
<p><b>2.</b> Home Address of Applicant:</p>   <p>Home Telephone Number Business Telephone Number Mobile Telephone Number</p>	
<p><b>3.</b> (a) Name and Address of Charity or Fund which is to benefit from the collection.</p> <p>(b) Are you an officer of this Charity or Fund.</p> <p style="padding-left: 20px;">If yes, state position/title within the Charity.</p> <p>.....</p>	<p>YES <input type="checkbox"/>                      NO <input type="checkbox"/></p>
<p><b>PLEASE SUPPLY A LETTER FROM THE CHARITY AUTHORISING YOU TO COLLECT ON THEIR BEHALF.</b></p>	
<p><b>4.</b> Aims and Objectives of Charity/Fund/Organisation to benefit from collection.</p> <p><b>New House to House Collections - Please supply a leaflet or letter giving the aim of the charity.</b></p>	
<p><b>5.</b> Is it proposed to collect money?</p>	<p>YES <input type="checkbox"/>                      NO <input type="checkbox"/></p>
<p><b>6.</b> (a) Is it proposed to collect property?</p> <p>(b) For what reason?</p>	<p>(a) YES <input type="checkbox"/>                      NO <input type="checkbox"/></p> <p>(b) TO SELL <input type="checkbox"/>      GIVEAWAY <input type="checkbox"/>      RE-USE <input type="checkbox"/></p>
<p><b>7.</b> Approximately how many persons is it proposed to authorise to act as collectors?</p>	<p>.....</p>
<p><b>8.</b> (a) Are you a professional fundraiser?</p> <p style="padding-left: 20px;">If yes state the name of the organisation. (Please provide a leaflet or booklet about this organisation)</p>	<p>YES      <input type="checkbox"/>                      NO      <input type="checkbox"/></p>

<p><b>9.</b> Is it proposed that remuneration should be paid out of the proceeds of the collection</p> <p>(a) to collectors?</p> <p>(b) other expenses?</p> <p>(If yes, please include a letter giving details)</p>	<p>(a) YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(b) YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p><b>10.</b> Is application being made for licences for collections for the same purpose in other areas? If yes, to what authorities?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>.....</p> <p>.....</p>
<p><b>11.</b> (a) Have you previously been granted a House to House Licence by this Authority? If Yes, please state date of last collection.</p> <p>(b) Have you returned your financial statements for the last collection?</p> <p>Push/ Fun Walk or standing display of any kind?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>.....</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p><b>12.</b> Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a licence or under the Act, or had a licence or order revoked? If yes, please, give particulars</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>.....</p> <p>.....</p>
<p><b>13.</b> Is it proposed to promote this collection in conjunction with a street collection? If yes, separate returns must be submitted for house to house and street collections</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

**DECLARATION**

I am aware that should a House to House Licence be granted to me the collection must take place in strict compliance with the House to House Regulations which I have read and fully understand.

I am aware that it is also necessary for me to submit to the Council a certified form of statement within 1 month of the collection taking place.

.....  
Signature of Applicant

.....  
Date

Please ensure that all questions are answered and relevant documents enclosed in order that the processing of your application is not delayed.

**THE INFORMATION GIVEN MAY BE HELD IN MANUAL OR COMPUTERISED FORM AND WILL BE SUBJECT TO THE PROVISIONS OF THE DATA PROTECTION ACT 1998**

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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see [http://www.wolverhampton.gov.uk/council/corporate/finance/corruption\\_fraud/nfi.htm](http://www.wolverhampton.gov.uk/council/corporate/finance/corruption_fraud/nfi.htm)

On completion this form should be returned to:-

**Wolverhampton City Council  
Licensing Services  
Civic Centre, St Peter's Square  
Wolverhampton WV1 1DA**



