

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 Wolverhampton City 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:

Wolverhampton City Council
Regulatory Services
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) 556036

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.