



HOUSE-TO-HOUSE COLLECTIONS ACT 1939  
HOUSE-TO-HOUSE COLLECTIONS REGULATIONS 1947

**APPLICATION FOR A HOUSE-TO-HOUSE COLLECTION**

PARTICULARS OF COLLECTION

1.	Surname of applicant (in block letters)	
	Other names	
	Specimen Signature	
2.	Address of applicant	
	Telephone no:	
3.	Particulars of charitable purposes 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.)	
4.	Name and address of the secretary of the charity, which is to benefit.	
		Telephone no:
5.	Over what parts of the area is it proposed that the collection should extend?	
6.	During what period of the year is it proposed that the collection should be made. (Please give specific dates.)	
7.	Is it proposed to collect money?	
8.	Is it proposed to collect other property? If so, of what nature? And is it proposed to sell such property or to give it away or to use it?	
9.	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?	
10.	Is it proposed that remuneration should be paid out of the proceeds of the collection - (a) to collectors? (b) to other persons If so, at what rates and to what classes of persons?	(a)
		(b)

11.	<p>Is application being made for licences for collections for the same purpose in other areas? If so, to what Authorities?</p> <p>And, approximately, how many persons in all is it proposed to authorise to act as collectors?</p>	
12.	<p>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? If so, give particulars.</p>	
13.	<p>Is it proposed to promote this collection in conjunction with a street collection? 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?</p>	
14.	<p>If the collection is for a War Charity, state if such charity has been registered or exempted from registration under the War Charities Act, 1940 and give name of registration Authority and date of registration or exemption.</p>	

**IN PURSUANCE OF SECTION 2 OF THE HOUSE-TO-HOUSE COLLECTION ACT 1939,  
I HEREBY APPLY FOR A LICENCE ALLOWING ME TO PROMOTE THE COLLECTION,  
OF WHICH PARTICULARS ARE GIVEN ABOVE.**

Dated:.....

Signed:.....

**PLEASE NOTE:**

- An application for a licence shall be made **NOT LATER** than the first-day of the month preceding that in which it is proposed to commence the collection.  
Organisations are requested to submit applications, by the 31<sup>st</sup> December, of each year for collections that are to take place the following year.
- Each section of the form must be completed and a copy of the most recent account of any charity which is to benefit **MUST** be attached.
- Applicants are advised to ensure that if granted a licence they are able to comply with the House to House Collection Regulations 1947 and in particular:
  - Obtain the prescribed collectors certificates and badges - which must be purchased from HM Stationery Office.
  - Issue collectors with **SEALED** collecting boxes, numbered, and clearly indicating the purpose of the collection.
  - Provide an account of the collection within one month of the expiry of the permit.