



ST HELENS
BOROUGH COUNCIL

House to House Collections Act 1939

Application for a licence

Please read carefully the extract from the County of Merseyside Act 1980 set out below before completing this application

Full name of applicant:

Date of birth:

Telephone number:

Home address:

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Charitable purpose to which proceeds of collection are to be applied (If known give registration number):

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.....

.....

Date(s) of proposed collection:

Area of borough in which it is proposed to collect:

Do you intend to collect money?

Do you intend to collect property?

If yes, please give details and describe the purpose to which property collected is to be used:

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Is it proposed that remuneration will 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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How many persons do you intend to authorise as collectors?

Is an application being made to collect in other local authority areas? **YES/NO**

If yes, give details:

.....

.....

.....

Is it proposed to carry out a street collection at the same time in the same area as this proposed collection?

YES/NO

If yes, is it desired that the accounts shall be combined? **YES/NO**

Note: a separate application must be made to this council for a street collection permit

Has the applicant or, to the knowledge of the applicant any person 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 yes, give details:

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If the collection is for a war charity state if such charity has been registered or given exemption from registration under the war charities act 1940 and give name or registration authority and date of registration or exemption.

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Declaration

I declare that the information given in this form is correct and hereby apply for a licence to promote the collection described.

Signed:.....Date:

Status (e.g. Secretary of charity etc.):

NOTES FOR GUIDANCE

HOUSE TO HOUSE COLLECTIONS ACT 1939.

House to House Collections Regulations 1947 (as amended).

The above Act and the Regulations made thereunder 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 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. 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 the 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 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 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 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, 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 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.

Definitions

6. "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.

Privacy Policy – St. Helens Council, Licensing and Land Charges Department.

Here at St. Helens Council we take your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us.

From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments and Government Services, which may be used for the prevention of fraud or other serious offences.

If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Data Protection Officer by email on dataprotection@sthelens.gov.uk.

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely. Further information regarding retention periods is available on the Council's website at <https://www.sthelens.gov.uk/Licensing>.

Completed application forms should be returned together with the appropriate fee to:

Licensing and Land Charges

Wesley House, Corporation Street, St.Helens WA10 1HF

Email: taxilicensing@sthelens.gov.uk

NO FEE IS REQUIRED