



**APPLICATION FOR A PERMIT TO CONDUCT
A HOUSE TO HOUSE COLLECTION
Section 2 of House to House Collection Act 1939**

APPLICANT:

Full Name: [Mr/Mrs/Miss/Ms/other]

Maiden or other names

Full home postal address

..... Postcode

Daytime Tel No Email address

Date of Birth Occupation.....

CHARITY, ORGANISATION OR PERSON TO BENEFIT:

Please give details of charitable purpose 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).

Name of beneficiary

Address

.....

Please state if the above named beneficiary is a Charity, non registered organisation or individual? [If Charity, Registered No.....]

Is it proposed to appeal for money? **YES/NO**

and/or to collect articles? **YES/NO**

Description of articles being collected

.....

Will envelopes be used to collect? **YES/NO**

Purpose of appeal (what will funds be used for?)

.....

ALLOCATION OF PROCEEDS:

Will all the money collected be handed over to the beneficiary? **YES / NO**

If "No", state in general terms the amounts (gross) to be applied out of each £1:

Wages Commission £ : . Fund-raising expenses £ : . Beneficiary: £ : .

COLLECTION DETAILS

Please note that permits for collections are restricted as follows:

- Collections of money – up to two weeks in a calendar year
- Collections of clothes, bric-a-brac etc – up to three months in a calendar year

Proposed date of collection

.....

Location where the appeal will take place (please give details of route/area of collection)

.....

.....

APPLICATION TO OTHER LOCAL AUTHORITIES

Are you, or to your knowledge is any other person, making a similar application for a collecting permit in any other local authority's area? **YES / NO**

If Yes, state name(s) of local authority applied to

Applicant's name if different from this application

PAYING-IN DETAILS

All money collected/received from the appeal will be paid into the following account:

Account Name: Account No:

Bank name & address:

..... Sort Code: - -

CERTIFICATION OF ACCOUNTS

Who will certify final accounts? Name:

Address

Qualification details

REFUSAL OF PERMITS/LICENCES OR PREVIOUS CONVICTIONS:

Have you or, to your knowledge, has anyone connected with this proposed appeal:

been refused a permit/licence in respect of any application for an appeal/
collection for charitable, benevolent or philanthropic purpose? **YES/NO**

had a permit/licence refused, amended or revoked by any Local Authority
on any occasion? **YES/NO**

Have you, the applicant, been convicted of any offence conviction for which
there was a finding that you acted fraudulently or dishonestly? **YES/NO**

Subject to the provisions of the Rehabilitation of Offenders Act 1974:

have you, the applicant, been convicted of any of the following offences;

- (i) Offences under Sections 47 to 56 of the Offences Against the Person Act 1861
- (ii) Robbery, burglary and blackmail under the Theft Act 1968
- (iii) Offences in Scotland involving personal violence or lewd, indecent or libidinous conduct, or dishonest appropriation of property
- (iv) Offences under the Street Collection Regulation (Scotland) Act 1915
- (v) Offences under Section 5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916

If "Yes" applies to any question, please attach a separate sheet giving full details.

Please enclose with your application the following documents as applicable:

1. A copy of any agreement, or particulars of any contract, with the beneficiary to collect on their behalf.
2. A copy of the latest published accounts for any Registered Charity and/or any Registered Company undertaking, or involved with, this collection.
3. Copies of any literature about organisations or individuals who will benefit.

BADGES

Please submit an example of a badge with which it is proposed to issue to each collector for this appeal. Specimen details should be inserted and bear the actual signature of the applicant or duly authorised person who will be responsible for their issue.

DECLARATION:

I undertake to provide the Exeter City Council, within four weeks of this appeal taking place, a certified statement of income and expenditure using the Council's prescribed form for this purpose. All monies (gross) will be paid into the bank account specified in this application. I understand the gross total of the collection proceeds, as declared on a certified statement supplied by the Council, will be certified by the promoter and supported by either (i) an accountant's certificate, (ii) a signed statement by the bank certifying the total monies paid in (such a statement must also bear the bank's dated stamp), or (iii) a copy(ies) of the paying-in slip(s) which have been stamped and initialled by the bank cashier (please provide a stamped addressed envelope for their return).

I hereby authorise and consent for the Council to make such checks and share information with the Police, other Authorities or the Charity Commission as they may consider necessary in order to verify the information given in this application.

I certify that all material facts herein are true.

WARNING: It is an offence under Section 8(6) of the House to House Collection Act 1939 to knowingly or recklessly make a statement to be in material particular. A person shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Signature of applicant..... Date

Please attach a separate sheet of paper detailing any additional information where there is insufficient space to complete answers on this form.

IMPORTANT NOTES - PLEASE READ CAREFULLY BEFORE SIGNING

“Charitable purpose” means any charitable, benevolent or philanthropic purpose whether or not the purpose is charitable within the meaning of any rule of law.

“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, in relation to a collection, a person who makes the appeal in the course of such visits as aforesaid.

“House” includes place of business.

If you are unclear about the law, you should seek independent professional advice before signing the declaration above.

Please ensure all additional documents required are enclosed.

If you have any queries on this application form, please contact Licensing Department on 01392 265702 or email licensing@exeter.gov.uk.

Please return this form to: Licensing, Exeter City Council, Civic Centre, Paris Street, Exeter EX1 1RQ.

This form is available in large print from 01392 265702.