



**House to House Collections Act 1939
APPLICATION FOR LICENCE**

In pursuance of Section 2 of the House to House Collection Act 1939, I hereby apply for a Licence authorising me to promote the collection, of which particulars are given below.

Date Signature of Applicant

PARTICULARS OF COLLECTION

1. Surname of Applicant (in block letters):
- Other Names:
- Maiden/Previous Name (if appropriate):
.....
- Date of Birth:
- Place of Birth:
2. Address of Applicant:
-
-
- Telephone Number - Home:
.....
- Business:
.....
3. Name of charitable organisation to which proceeds of collection are to be applied (Full particulars should be given and, where possible, the most recent account of the charity which is to benefit should be enclosed.)
4. Over what parts of the City of York Council area is it proposed to hold the House to House collection?
5. During what period of the year is it proposed to hold the House to House collection?

6. Is it proposed to collect money?
.....
7. 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?
.....
8. How many persons is it proposed to
authorise to act as collectors in the
area of this Authority?
9. 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 whom?
10. Is application being made for licences for
collections for the same purpose in other
licensing areas?
- If so, to what Licensing Authorities?
And, approximately, how many persons in
all is it proposed to authorise as collectors?
11. Has the applicant, or, to the knowledge of
the applicant, has anyone associated with
the promotion of the collection been refused
a Licence of Order under the Act, or had a
Licence of Order revoked?
.....
- If so, give particulars.
12. 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?
.....
13. 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.

Signed

Dated

(A) This application form should be accompanied by:

- i) a covering letter on the charitable organisation's headed paper bearing the charity registration number, if applicable;
- ii) a copy of the charitable organisation's most recent published accounts; and
- iii) any supporting literature, leaflets or publications.

(B) In cases where a private individual, company or collecting organisation is applying to collect on behalf of a charitable organisation, then the application must be accompanied by:

- i) a letter of endorsement from that organisation;
- ii) details of any contract entered into between the applicant and the charitable organisation regarding amounts/rates to be given to the charitable organisation from the proceeds of the collection;
- iii) documentation referred to in (A) (ii) and (iii) above.

NB The attention of the applicant is directed to the provisions of the House to House Collections Regulations 1947, copies of which may be obtained from HER MAJESTY'S STATIONERY OFFICE or any official stationers.

At least 28 days notice must be given prior to the proposed commencement date of the collection. An application is usually decided within 14 days of receipt of the complete application.

A copy of this completed application form will be forwarded to the North Yorkshire Police who will conduct a character check.

Please return the completed form to:

City of York Council
Licensing Services,
Hazel Court EcoDepot,
James Street
York,
Y010 3DS

For further advice and information please contact the Licensing Department on York (01904) 552422.