



City of  
**Stoke-on-Trent**

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Otherwise read on:

## **GUIDANCE NOTES for completion of House to House Collection Application Form:- HOUSE TO HOUSE COLLECTIONS ACT, 1939**

Please find enclosed an application form for a House to House Collection within the City of Stoke-on-Trent.

***Before submitting the enclosed application please read through and familiarise yourself with the enclosed 'Regulations'. These apply to all House to House Collection permits issued and regulate the collection and management of funds raised.***

Please complete **ALL** boxes as fully as possible, particularly the sections outlined below:-

### **Section 1**

Name of person making application should include title and full name.

### **Section 3**

If your application is on behalf of a local branch of a National Charity with a "National Week", please indicate in this section.

### **Section 4**

Indicate the proposed date and location of collection.

House to House Collections are given on a first come first served basis once applications are received.

Please sign and date your application on page 1 of the application form

**If you are not a member of the Charity/body for which you intend to collect, please supply written authority from the Charity/body and submit with your application.**

Whilst every effort is made to allocate your House to House collection permit to the date and place requested, it is not always possible due to the large numbers of applications received. In this case your alternatives will be allocated.

Should you wish to discuss any of the above, please contact a member of the Licensing Section on 01782 232774.

Send your application form to:

Public Protection Division & Adult Social Care  
Licensing Services  
Hanley Town Hall  
Albion Street  
Hanley  
Stoke-On-Trent  
ST1 1QL



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## FORM OF APPLICATION FOR LICENCE

To: Stoke-on-Trent City Council, People Directorate, Public Protection Division, Licensing Services, Hanley Town Hall, Albion Street, Hanley, Stoke-on-Trent, ST1 1QL.

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

Date ..... Signed .....

### PARTICULARS OF COLLECTION HOUSE TO HOUSE

1	Surname of applicant (in block letters)  Other Names	
2	Address of applicant  Date of birth  Telephone number	
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	Over what parts of the local area is it proposed that the collection should extend?	Tunstall <input type="checkbox"/> Stoke <input type="checkbox"/> Meir <input type="checkbox"/> Burslem <input type="checkbox"/> Fenton <input type="checkbox"/> Longton <input type="checkbox"/> Hanley <input type="checkbox"/> Other (please specify) <input type="checkbox"/>
5	During what period of the year is it proposed that the collection should be made?	
6	Is it proposed to collect money?	

7	Is it proposed to collect other property? If so, what nature and is it proposed to sell such property or to give it away or to use it?	
8	Approximately how many persons is it proposed to authorise to act as collectors in the area of the local authority to which the application is addressed?	
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 what classes of persons?	
10	Is application being made for licences for collections for the same purpose in other local areas? If so, to what police authorities? And, approximately, how many persons in all is it proposed to authorise to act as collectors?	
11	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.	
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 the name of registration authority and date of registration or exemption.	

**If you intend to collect on behalf of a Charity of which you are not a member, then written authority must be obtained from the said Charity and submitted with this application.**

**Note: Application must be made not later than the first day of the month preceding that in which it is proposed to commence the collection.**

**FOR OFFICE USE ONLY**

Date Received .....

Date Issued .....

Refused:

Committee	
Delegated	



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**SCHEDULE**  
**FORM OF STATEMENT**  
Permit Number:.....

Name of person to whom the permit was granted .....

Address of person to whom the permit was granted  
.....

Name of the charity or fund which is to benefit .....

Date of collection

Show nil entries

Proceeds of Collection	Amount	Total	Expenses and Application	Amount	Total
From Collecting Boxes			Printing and Stationery		
			Postage		
			Advertising		
Interest on proceeds			Collecting Boxes		
			Badges		
Other items			Emblems		
.....			Other items:-		
			.....		
			.....		
			Payments approved		
			under Regulation 15(2)		
			Disposal of Balance		
			(insert particulars)		
TOTAL	£		TOTAL	£	

**CERTIFICATE OF THE PERSON TO WHOM THE PERMIT WAS GRANTED**

I certify that to the best of my knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Date ..... (Signed) .....

**CERTIFICATE OF ACCOUNTANT/AUDITOR**

I certify that I have obtained all the information and explanations required by me and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection.

Date ..... (Signed) .....

Qualification .....