



HOUSE TO HOUSE COLLECTIONS ACT 1939
APPLICATION FOR A LICENCE

To the Licensing & Enforcement Manager North Hertfordshire District Council, Council Offices,
 Letchworth Garden City. Hertfordshire SG6 3JF

Further to Section 2 of the House to House Collections Act 1939, I would like to apply for a
 Licence authorising me to promote the collection of which the details are given below

Signature of Applicant: Date:

DETAILS OF COLLECTION

1.	Name of Society:	
2.	Surname of applicant:	
3.	Other Names:	
4.	Address of Applicant and daytime telephone number:	
5.	Details of charitable purpose to which proceeds of the 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).	
6.	Where will you be making your collection?	
7.	During what period of the year is it proposed the collection should be made? Please state date/s required (and any possible alternatives) as your first choice may not always be available (due to congested areas).	

8.	Is it proposed to collect money?	
9.	Is it proposed to collect other property? If so, of what nature? And, is it proposed to sell such property, give it away or use it?	
10.	Approximately how many people will be authorised to collect?	
11.	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 rate and to what classes of persons?	YES / NO YES / NO YES / NO
12.	Are you intending to apply for House to House Licences from other Local Authorities?	YES / NO
13.	If so, to which Licensing Authority/ies and for what period?	
14.	Has the applicant, or anyone associated with the promotion of the collection, ever been refused a licence (or Order) under the Act, or ever had a licence (or Order) revoked?	YES / NO
	If so, please give particulars.	
15.	Is it proposed to promote the collection in conjunction with a street collection?	YES / NO

16.	If so, is it desired that the accounts of this collection should be combined wholly or in part with the accounts of the street collection?	
17.	If the collection is for a War Charity, state if such a charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority and the date of registration or exemption.	
18.	Please state if your Charity holds an Order of Exemption under Section 3 of the House to House Collections Act 1939.	

I/We declare that to the best of my/our knowledge and belief that the foregoing information is correct and if a Permit is granted to hereby undertake to comply strictly with the Council's Street Collection Regulations.

Signed: Date:

- Please return this application form to Licensing & Enforcement, North Hertfordshire District Council, Council Offices, Gernon Road, Letchworth, Herts, SG6 3JF.
- This form **MUST** be returned within 2 weeks of the dispatch date or the provisional date will be cancelled. **Therefore this application must be returned A.S.A.P.**
- For more information please ring direct on 01462 474579.

THANK YOU – I HOPE YOU HAVE A VERY SUCCESSFUL COLLECTION DAY