



CANNOCK CHASE DISTRICT COUNCIL
HOUSE TO HOUSE COLLECTIONS ACT 1939
APPLICATION FOR LICENCE

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.

PARTICULARS OF COLLECTION

1. Name of applicant (in block letters) and any previous names if applicable:
(This is the person who will be responsible for the collection and will sign and issue the authority to collect to each collector. The applicant must be one individual rather than a corporate entity)
.....
.....
Any previous names.....
2. Full home address and postcode of applicant:
.....
.....
Postcode.....
3. Date of Birth & Place of Birth of Applicant:
.....
4. Telephone No's.:
Office:..... Home:..... Mobile:.....
5. Name, address and postcode of the organisation the applicant represents:
.....
.....
6. What is the purpose of the organisation making the application for collection:
.....
.....
7. Name, address and registered charity number of the charity for which the collection is being made:
.....
.....

8. Particulars of charitable purposes to which proceeds of collection are to be applied.
.....
.....

9. In which part of the Cannock Chase District area do you intend to make the collection?
Circle one of the following areas: Cannock / Hednesford / Rugeley / Norton Canes

10. When do you intend to hold the collection? (Maximum one month)
From..... To.....

11. How many persons is it proposed to authorise to act as collectors in the area of the District for which the application is made?
.....

12. Do you intend to collect money? Yes / No

13. Do you intend to collect other property? Yes / No

If so, of what nature, and is it proposed to sell such property or to give it away or to use it?
.....

14. Is it proposed that remuneration should be paid out of the proceeds of the collection:-

(a) to collectors? Yes / No

(b) to other persons? Yes / No

If so, at what rate and to what classes of persons?

(a).....

(b).....

15. What percentage of the monies collected will be given to the charity concerned? _____%

16. What percentage of the monies collected will be retained by the collector _____%

17. Is application being made for licences for collections for the same purpose in other areas?

Yes / No

If so, to what authorities and, how many persons do you proposed to authorise as collectors?
.....

18. Has the applicant, or anyone 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 so, give full details:

.....
.....

19. Has the applicant or the collection organisation ever been convicted of any offence of violence, fraud, theft or dishonesty? Yes / No

If so, give full details:

.....
.....

20. Is it proposed to promote this collection in conjunction with a street collection? If so, is it desired that the account of this collection should be combined wholly or in part with the account of the street collection?

.....

21. 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.

.....
.....

I confirm that I have included with this application:

- A copy of the fundraising agreement between the organisation and the charity concerned
- Accounts for the past 2 years for collection organisation
- Details of when the organisation was established
- The name of the trustees and/or directors of your organisation
- Full particulars and the most recent account of the charity which is to benefit
- A Basic Disclosure from the Disclosure & Barring Service

Signed.....

Print name.....

Dated.....

Important, please read notes overleaf.

PTO

Important notes:

Please see the Cannock Chase Council House to House Collections Policy for details of other information required to be submitted with this form. A failure to submit all required information will mean the application is rejected.

Cannock Chase District Council holds and uses data in accordance with the Data Protection Act 1998. By signing this form you are agreeing that the information provided may be shared with other departments and agencies in order to assist in the prevention and detection of crime and to protect public funds.

The information that you have provided will be used by Cannock Chase Council to carry out our statutory obligations in relation to the administration, compliance and enforcement of the licensing function within the District. We will only share your information with agencies involved in licence processing or licensing enforcement where the law requires or permits us to do so. For further information, please see: <https://www.cannockchasedc.gov.uk/council/about-council/data-protection/data-protection-privacy-notice>

Contact details:

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