

**GUIDANCE FOR HOUSE TO HOUSE**

**COLLECTION APPLICATIONS**

**Applying for a house to house collection licence**

You must always use the most up to date version of this form, which is available on our website at [www.southoxon.gov.uk/licensing/charity-collections/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/charity-collections/)

It is important that you fill in the application form as accurately and as fully as possible and that you read and fully understand the declarations before signing them. If there are any parts of the form that you do not understand you should contact the licensing team for advice. We reserve the right to request any additional information that we deem necessary in order to consider the application.

Applications should be made at least 28 days before the proposed collection date.

**Length of licence period**

We will only grant a licence for up to one year, in accordance with the [House to House Collections Act 1939](https://www.legislation.gov.uk/ukpga/Geo6/2-3/44).

**Authorisation from the charity or group to benefit**

If you do not work directly for the charity or group which will benefit from the collection, you must include a letter on headed paper or an email directly from the charity or group to confirm that they grant you permission to carry out a collection on their behalf.

**After the collection**

You must send us a return within one month after the date of the collection to confirm the amount raised and any deductions. The template for this can be found on our website and we also send these out when we issue a licence.

**Licensing, South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE**

**Telephone**: 01235 422556

**Email:** [licensing@southoxon.gov.uk](mailto:licensing@southoxon.gov.uk)

**APPLICATION FOR A HOUSE TO HOUSE**

**COLLECTION LICENCE**

**House to House Collections Act 1939**

**House to House Collections Regulations 1947**

**Please read the guidance on the previous page before completing this application form**

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| Section 1: Applicant details | | |
| Surname: | | Mr / Mrs / Miss / Ms / Other: |
| First names (in full): | | |
| Address: | | |
|  | | |
| Date of birth: | Place of birth: | |
| Telephone/mobile number: | | |
| Email address: | | |

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| Section 2: Details of charity or group to benefit from collection |
| Name: |
| Registered charity number: |
| Website: |

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| **Section 3: Proposed collection details** |
| Dates:  (NB must be no more than one year, and starting at least one month after the date of application) |
| Hours for collecting (please use the 24hr clock, e.g. 10:00 to 16:00)  Start time: End time: |
| Location (please name all villages/towns): |
| Number of collectors at any one time: |
| Are you collecting money? Yes  No |
| Are you collecting other items? Yes  No  If yes, please give details of what will be collected: |
| Will collectors or any other person connected with this collection be paid? Yes  No  If Yes, please provide details: |
| Will any other deductions be made from the proceeds of this collection? Yes  No  If Yes, please provide details: |

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| Section 4: Refusals or revocations of licences | | |
| Have you, or anyone associated with the promotion of this house to house collection, ever been refused a licence, or had a licence revoked? Yes  No | | |
| If YES, please give details below (continue on a separate sheet if necessary): | | |
| Licensing authority | Dates | Reason |
|  |  |  |

|  |  |
| --- | --- |
| Section 5: Checklist | |
| I work for the charity / group which will benefit from the collection or enclose authorisation from the charity / group |  |

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| Declaration |
| I confirm that the information given by me in this application is correct and true to the best of my knowledge and belief. I have read and completed this application myself. I understand that if I make a false statement or omit any relevant information when making this application that I may be committing an offence for which I could be prosecuted, and any licence issued may be revoked.  I have read and understood the privacy notice for licence holders and applicants at [www.southoxon.gov.uk/licensing/charity-collections/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/charity-collections/). I understand that any of the information provided with my application may be disclosed to other agencies such as the Police where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence, or to bodies responsible for auditing and administering public funds for the prevention and detection of fraud.  I understand that the council may request additional information or documentation as appropriate in order to consider the application.  I understand that it is an offence to carry on a collection without first being granted a licence. If granted a licence, I declare that I will comply with the relevant regulations as are in force in the District and will submit a return within a month of the date of collection.  **SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINT FULL NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |