



HOUSE TO HOUSE COLLECTION LICENCE APPLICATION FORM

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.

1.	Surname of applicant (in block letters) Other names
2.	Address of applicant
3.	Telephone number: Email address (this is how we will contact you):
4.	Date of Birth:
5.	Which charity are you collecting on behalf of? (Full particulars should be given and, where possible, the most recent account of any charity which is to benefit should be enclosed).
6.	Over what part of the licensing area is it proposed that the collection should extend? Please tick area(s) Leamington Spa <input type="checkbox"/> Warwick <input type="checkbox"/> Kenilworth <input type="checkbox"/> Whitnash <input type="checkbox"/> Rural <input type="checkbox"/> (please state which parishes) *Only one area per application*
7.	During what period of the year is it proposed that the collection should be made? *Collections are for a maximum of 4 weeks* Day Month Year TO Day Month Year _____/_____/____ _____/_____/____
8.	Is it proposed to collect money? <input type="checkbox"/> Is it proposed to collect property? <input type="checkbox"/> if property, what sort of property?
9.	Approximately how many persons is it proposed to authorise to act as collectors in the area of the licensing authority to which the application is addressed? *Maximum of six collectors*

10.	<p>Is it proposed that remuneration should be paid out of the proceeds of the collection</p> <p>(a) to collectors? _____ (b) to other persons? _____</p> <p>If so, what % ? __%</p>
11.	<p>What % of the value of the collection is being donated to the charity?</p> <p>___ %</p>
12.	<p>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?</p> <p>If yes, give particulars:</p>
13.	<p>Is it proposed to promote this collection in conjunction with a street collection?</p> <p>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.</p>
14.	<p>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.</p>

Signed: _____

Date: _____

Before submitting this application, please ensure the following is provided:

A recent Basic Disclosure Certificate (less than six months old) from the Disclosure and Barring Service pertaining to the Director of the collecting company.	
Relevant accounts and financial statements of the collecting organisation.	
A written agreement between the charity and the collecting organisation.	
Completed 'Collector's form details' (If not sent with application this must be sent at least one week before the collection is due to take place)	

Please email this form and any associated documents to licensing@warwickdc.gov.uk



House to House Collector Details

	NAME OF COLLECTOR	ADDRESS	DATE OF BIRTH
1			
2			
3			
4			
5			
6			