



**South
Derbyshire
District Council**

House to House Collections Act 1939

Application for House to House Collection Licence

Section 1 – Applicant Details (the applicant must be the organiser of the collection)

Name of applicant:.....	
Home address:	
Postcode:.....	E-mail:.....
Telephone number:.....	Mobile:.....

Section 2 – Charity / Fund Details

Charity / Fund to benefit from collection:.....	
Address of administrative centre of the charity or fund:.....	
.....Postcode:.....	
Secretary or Treasurer name:.....	Telephone number:.....
E-mail:.....	Website:.....
Is the beneficiary a registered charity? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide the registration number:.....	
Objective(s) of the charity or fund (see note 1):.....	
.....	

Section 3 – Collection Details

Date of collection (no more than 12 months from date of application):	From:		To:	
Is the collection to collect money?: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Is it proposed to collect other property?: Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, please provide details, and state whether it is proposed to sell such property, or to give it away, or to use it?:.....				
.....				

Areas of the district that you would like to collect in:	<input type="checkbox"/>	Aston-on-Trent
	<input type="checkbox"/>	Church Gresley
	<input type="checkbox"/>	Etwall
	<input type="checkbox"/>	Hatton
	<input type="checkbox"/>	Hilton
	<input type="checkbox"/>	Linton
	<input type="checkbox"/>	Melbourne
	<input type="checkbox"/>	Midway
	<input type="checkbox"/>	Newhall & Stanton
	<input type="checkbox"/>	Repton
	<input type="checkbox"/>	Seales
	<input type="checkbox"/>	Stenson
	<input type="checkbox"/>	Swadlincote
	<input type="checkbox"/>	Willington & Findern
	<input type="checkbox"/>	Woodville
<input type="checkbox"/>	Whole District	

How many collectors will be used:.....

How will the collectors be identifiable:.....

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

(a) to collectors Yes No

(b) to other people Yes No

If yes, at what rates and to whom will this be paid:.....

Please state how each £1.00 of the proceeds will be split (see note 2):	Fund-raising Expenses	Beneficiary

Do you wish to promote this collection in conjunction with a street collection? Yes No

If yes, is it your intention to combine the account of this collection with the account of the street collection, either wholly or in part?: Yes No

Is the collection in respect of a War Charity?: Yes No

If yes, please state if such Charity has been registered or exempted from registration under the War Charities Act 1940 and give the name of the registration authority and date of the registration or exemption:.....

Section 4 – Application History

Have you, the applicant, or to your knowledge, anyone who is associated with the promotion of this House to House Collection ever been refused a Licence or Order under the Act, or had a Licence or Order revoked? Yes No

If yes, please give particulars:.....
.....

Have you applied to South Derbyshire District Council for a House to House licence in the past 12 months? Yes No

Section 5 – Declaration

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 above.

- I declare that my answers to the questions in this application are true to the best of my knowledge and belief and acknowledge that if there are any omissions or incorrect statements of a serious nature this may result in the application being refused.
- I further declare that I have read and agree to abide by the Regulations made by South Derbyshire District Council with regard to House to House Collections.
- I understand that the Council may request additional information before a licence can be issued.

Signed:..... **Date:**.....

You may submit your signed application form by email. Send your documentation as a pdf file to licensing@south-derbys.gov.uk. Alternatively, you can send your application to:

**Licensing Department
South Derbyshire District Council
Civic Offices
Civic Way
Swadlincote
Derbyshire
DE11 0AH**

Checklist:

- Literature about the charity benefitting from the collection;
- Copy of published accounts for the last two years;
- Copy of statement of accounts from the last three or four collections carried out (including collections held in other Licensing Authority areas);
- Declaration from the charity that they are happy with the remuneration from the collection;
- Letter from the charity authorising the promoter to undertake a collection on their behalf, if the promoter is not an official of the charity;
- An agreement or contract details with any registered charity or individual benefiting from this collection.

Privacy Notice

How is your information used?

We collect information to assess your suitability to be issued with a permit. We may also use your contact details in the event that we need to contact you in relation to your permit.

Who has access to your information?

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about permits (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Permits that have to be determined by our Councillors will be published in minutes on our website.

For further information about how your personal information will be used, please visit www.south-derbys.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from