

HOUSE TO HOUSE COLLECTION LICENCE

DEFINITION OF LICENCE

It is an offence to promote or make a house to house collection for a charitable purpose without the promoter first obtaining a licence from the Local Authority in the area that the collection is to take place.

LEGISLATION/GUIDANCE

House to House Collections are licensed in accordance with the House to House Collections Act 1939 and the House to House Collections Regulations 1947.

The Local Authority may refuse to grant a licence or if it has already been granted revoke the licence, if it appears to the Authority:

- That the total amount likely to be used for charitable purposes as a result of the collection is inadequate in proportion to the amount likely to be received.
- That money from the collection has been or is likely to be retained or received by any person which is excessive in relation to the amount collected.
- That the grant of a licence could lead to an offence being committed under the Vagrancy Act 1824 or if the offence has already been committed.
- That the applicant or the holder of the licence is not a fit and proper person to hold a licence.
- That the licence holder has failed to exercise due diligence to secure that the persons authorised by him/her to act as collectors were fit and proper persons and that they complied with the regulations.
- That the applicant or licence holder has refused or neglected to provide the Local Authority with such information as they may reasonably require.

PROCEDURE

Stage 1

To apply for a House to House Collection Licence applicants must correctly complete the application form and return it to the Licensing Team at the Council with any relevant literature.

The application for a licence must be made no later than the first day of the month preceding that in which the collection is purposed to take place.

Stage 2

The Licensing Team will consult with the relevant Parish/Town Council. If there are objections to the application it may be referred to the relevant Council Committee.

Stage 3

On successful completion of the application the Local Authority will grant a licence for the period specified on the application, providing that the period does not exceed one year.



Stage 4

In some circumstances the promoter of the collection can apply to the Home Office for a 'Home Office Exemption Order'. If the promoter is issued with an exemption order they do not need to obtain a licence from the Local Authority.



Stage 5

The promoter of the collection must ensure that all collectors are issued with:

- A prescribed certificate of authority, which has been signed by or on behalf of the chief promoter of the collection.
- A prescribed badge, indicating the purpose of the collection.
- If money is to be collected, a collecting box or receipt book clearly marked with the purpose of the collection and a distinguishing number.

No person under the age of 16 shall be authorised to act as a collector of money.



Stage 6

The chief promoter of the collection shall provide to the Local Authority, within one month of the expiry of the licence an account of the collection, which has been certified by an accountant.

Licence holders are required to publish, at their own expense, an account of the collection proceeds in a local newspaper. It must contain the name of the promoter, the name of the charity to benefit from the collection, the date of the collection, the amount collected and the amount of the expenses and payments incurred with the collection. A copy of the article must be forwarded to the Local Authority with the account of the collection.



FURTHER INFORMATION

- If you have any further queries regarding this matter please contact The Licensing Team, Environmental Health, North Devon Council, Civic Centre, Barnstaple, Devon, EX31 1EA, or telephone 01271 388870 or email: ehdirect@northdevon.gov.uk
- We welcome your comments on how we can improve the way we deliver our services. If you have any comments, compliments or feel you need to complain about our service delivery, please write to Mr Jeremy Mann, the Environmental Health Manager at North Devon Council, Civic Centre, Barnstaple, Devon, EX31 1EA.
- Please note that the Council has a set procedure for dealing with complaints. You will be advised of the outcome of the investigation, together with what action the Council proposes to take.