

ROCHFORD DISTRICT COUNCIL



NOTES FOR THE GUIDANCE OF APPLICATIONS

HOUSE-TO-HOUSE COLLECTIONS

NOTES:

1. Please return the completed application form to Rochford District Council, Council Offices, South Street, Rochford, SS4 1BW or e-mail to Licensing@rochford.gov.uk
2. If a licence is granted to you it will be subject to conditions as set out in these regulations and any additional conditions the Council may deem to be necessary.

The conduct of collections made from house to house is governed by the House to House Collections Act 1939, and the House to House Collections Regulations 1947 (as amended). These guidance notes are intended to explain the circumstances in which a licence is required and the duties imposed on persons promoting or taking part in such collections.

Collections Requiring a Licence

1. The promoter of a Collection for charitable purposes is normally required to make application to the Local Authority for a licence unless an exemption has been granted by the Home Office, in which case it is usually expected that the Council will be approached to ensure that there is not a clash with other local collections.
2. Where a licence is required, application must be made on the appropriate form supplied by the Council, which should be completed in full and returned to the address at the conclusion of these notes. The areas in which the collection is to be made must be specified.
3. Application for a licence should be made at least 28 days before the date on which the collection is proposed to begin.
4. If the Council decide to refuse a licence, or to revoke a licence, which has already been issued, there is a right of appeal to the Secretary of State within 14 days from the date of receiving notice from the Council.

Requirements for the Conduct of Collections

1. Every promoter of a collection must exercise all due diligence to secure that persons authorised to act as collectors are fit and proper persons; and to secure compliance with the Regulations.
2. No promoter of a collection shall permit any person to act as a collector, unless he has issued or cause to be issued to that person:-
 - i a prescribed certificate of authority
 - ii a prescribed badge which shall be returned to the promoter when the collection is completed or any other time on the demand of the promoter; and
 - iii where money is to be collected, a collecting box marked or receipt book (with receipts and counterfoils or duplicates consecutively numbered) marked on every receipt with a clear indication of the purpose of the collection, and distinguishing number.
3. In the case of a collection in respect of which a Licence has been granted, every prescribed certificate of authority shall be given on a form obtained from HM Stationery Office, and every prescribed badge shall be so obtained.
4. No person under the age of 16 years shall act or be authorised to act as a collector of money.

5. No collector shall importune any person to the annoyance of such person, or remain in, or at the door of, any house if requested to leave by any occupant thereof.
6. The promoter of a collection must furnish an account of the collection in the form prescribed to the Licensing Authority within 28 days of completion of the last day of collection as prescribed on the form submitted.
7. The promoter is responsible for ensuring the Local Authority is advised if a collection is not to take place on any of the days included on the application form.
8. No collection is to take place on days/dates other than those included on the approved application without the express permission of the Local Authority.