
Licensing Unit, Council Offices, South Street, Rochford, Essex, SS4 1BW

APPLICATION FOR A HOUSE - HOUSE COLLECTION PERMIT

I hereby apply to Rochford District Council for permission to hold a House to House Collection in accordance with Section 2 of the House to House Collections Act, 1939 and the regulations made thereunder.

1. Applicant's full name:.....
2. Address:.....
3. Telephone Number:.....
4. Name and address of charity or fund to which the proceeds of collection or sale are to be applied:.....
.....
5. Name and telephone number of the Secretary or Chairman of the charity or fund:.....
.....
6. Objects of the charity or fund:.....
7. If the collection is for a war charity, state if such a charity has registered under the War Charities Act 1940 and give details:.....
.....
8. What proportion of the proceeds will be applied to charitable purposes?
9. If deductions are to be made, please state for what purpose and the amount:
.....
.....
10. Please state the areas and date/s in which it is proposed to make the collection:.....
.....
11. Please state whether the proposed collection is of money / direct debit mandate / other items of property:.....
.....
12. If the collection is for other property, please state type of property and what it is proposed to do with it:.....
.....
13. Is it proposed to promote this collection in conjunction with a street collection?

Yes / No

14. Are applications being made for permits for the same purpose in other areas?
Yes / No
15. If the answer to 14 is 'Yes', please state to which authorities:.....

16. How many persons will be authorised to act as collectors?
17. Have any steps been taken to ensure the suitability and integrity of the collectors and, if so, what are they?
18. Has anyone connected with the promotion of the collection been convicted of any offence involving dishonesty, fraud, offences against the person, indecency or offences involving the conduct of collections? (If so, please give details overleaf)
Yes / No
19. If it is proposed to remunerate collectors or other persons, please state to whom and what rates will be paid?
20. If you have held a house-to-house collection in this district on a previous occasion, please give details:.....

21. If this application is made by a professional fundraiser, please attach a copy of the agreement with the charitable institution/s upon whose behalf the collection is to be made and a copy of your solicitation statement. NB. the application will not be processed without one.

Declaration: I hereby confirm that:

- (a) the information given above is true and accurate and I wish to apply for a licence authorising me to carry out a house to house collection,
- (b) a statement of return showing the amount received and the expenses incurred will be forwarded to the Council within 28days of the collection taking place.

Signed.....

Print name.....Dated.....