

CARDIFF COUNCIL

HOUSE TO HOUSE COLLECTION ACT 1939



HOUSE TO HOUSE COLLECTION APPLICATION FOR A LICENCE

APPLICANT DETAILS

Title & Surname: _____

First Name(s): _____

Full Postal Address: _____
(All correspondence will be sent to this address)

Postcode: _____ Email Address _____

Daytime Tel No _____ Work Tel No: _____
(including STD code) (including STD code)

Occupation: _____

Place and date of birth: _____

Do you represent a company? YES NO

If yes please state Company House Reg. No.: _____

Have you ever made application to this authority for a House to House Collection Licence?
YES NO

If yes please provide the name of charity /society: _____

CHARITY/SOCIETY DETAILS

Name and address of the charity or fund to benefit from the collection: _____

Objects of the charity or fund: _____

Is the beneficiary a registered charity? YES NO

Registered charity number: _____

PROPOSED COLLECTION DETAILS

During what period of the year is it proposed that the collection should be made? _____

Over what parts of the area is it proposed that the collection should extend? _____

Is it proposed to collect money? YES NO

If no what is it proposed to collect? _____

PROPOSED COLLECTION DETAILS (CONTD.)

Is it proposed to:-

Sell the property

Give it away

Use it

Approximately how many persons is it proposed to authorise to act as collectors in the area of the authority to which the application is addressed?

Is application being made for licences for collections for the same purpose in other areas? and approximately how many persons in all is it proposed to authorise to act as collectors? _____

Is it proposed to promote this collection in conjunction with a street collection? 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?
_____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.
_____**ALLOCATION OF PROCEEDS**

Will the whole of the collection (100%) be applied for the charity/fund?

YES

NO

If "No", please answer the following question:

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

(1) to collectors

(2) other persons

If so, at what rates and to what classes of persons? _____

Please enter in general terms, the amounts to be applied out of each £1.00

Wages Commission

£

Fund raising expenses

£

Beneficiary

£

Details of how proceeds of collection are to be utilized in South Wales region: _____
_____**CONVICTIONS OR REFUSAL OF LICENCES**

Have you or, to your knowledge, anyone connected with this proposed collection, been refused a licence in respect of any collection for charitable, benevolent or philanthropic purposes, or had a licence/permit revoked; or has anyone connected with the proposed collection or organisation making this application held convictions for dishonesty offences?

YES*

NO

Is there currently, or has there been previously, been any inquiry by the Police or Charity Commission into any person organisation or charity involved with or to benefit from the proposed collection?

YES*

NO

**If "yes" applies to either question, please give full details on a separate sheet of paper.*

PLEASE ENCLOSE WITH YOUR APPLICATION THE FOLLOWING DOCUMENTS AS APPLICABLE:

1. A copy of any agreement or particulars of any contract with the registered charity/society benefiting from this collection.
2. A copy of the current published accounts for the registered charity or in the case of societies not registered, a copy of the statement of accounts for the last financial year. **Unless already provided to us by the charity.**

Please be aware that if the required documents are not included with your application, the application will be incomplete and will not be considered.

DECLARATION

I hereby authorise the Council to make such checks as they consider necessary to verify the information given above and give my consent to such checks being made with Police, other Authorities or the Charity Commission for this purpose. I certify that all material facts herein are true.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law

SIGNATURE: _____

DATED: _____

Please complete application form and return to:-

**Licensing Section
City Hall
Cathays Park
Cardiff
CF10 3ND**



(029) 2087 1129 / 2087 1651

NOTES TO APPLICANT

- ◆ Applications for House to House Collection Licences must be considered by the Licensing Committee of Cardiff County Council who meet once a month. As a consequence we are unable to accept applications submitted at short notice.
- ◆ It is advisable to contact this office prior to submitting your application to ascertain whether your application will be able to be considered by the Licensing Committee.
- ◆ In the event of such short notice applications being unavoidable, applications must be submitted to the Chief Officer of Police for the area who may grant a licence if he is satisfied that the collection is local in character and likely to be completed in a short time.