**House to House Collection Applications**

**Guidance to Applicants**

**1. General**

Before making your application you are advised to read the legislation. This can be found at [www.medway.gov.uk](http://www.medway.gov.uk) or a hard copy is available from the Licensing Unit.

**2. Applications**

You must make your application on the Council’s prescribed form which is available on the council website [www.medway.gov.uk](http://www.medway.gov.uk) or by contacting the customer contact team 01634 333333.

**3. Fees**

There is no fee in connection with this application.

1. **Timescales for submission of Application**

Your application must be received by the Council; at least 28 days prior to the date of the proposed collection.

1. **Charitable Organisation**

If you are not a member of the charitable organisation that you wish to collect money for, written permission from that charity for you to collect on their behalf should be included with the application.

**6. Collectors Receive Payment**

Please note that should the collectors receive payment, proceeds from House to House Collections then one of the following will apply (a) Medway Council has a policy of refusal to third party applicants/collectors where the percentage of remunderation to the collectors exceeds 5% of the value of the materials collected and (b) registered charities applying on their own behalf will need to provide confirmation of their registration with the Charity Commissioners along with their financial breakdown following collection.

**7. Site an Object in a Street**

The permit conveys no right to station a vehicle or other obstruction, for which specific permission should be sought. If you wish to site any object in the street you should obtain permission from Highways please telephone 01634 333333 and also the Town Centre Managers on 333333.

**8. Statement of the Monies Collected**

Should your application be approved, you will be required to complete a statement of the monies collected which will be signed by the applicant and certified as correct by an accountant or other independent responsible person acceptable to the Council. This must be sent to the above office no later than a month after the collection has taken place. This is a legal requirement.

**9. Company Application**

You must provide a financial breakdown of donations made to this and other charities collections that your company has collected on behalf of; over the current year and where possible preceding three years.

**10. Certificate of Authority**

In order to prevent the indiscriminate printing of forms of “Collectors’ prescribed Certificate of Authority” and prescribed “Badges” and the consequent danger of imposture, the regulations made under the Act provide that Licence Holders must obtain such forms from The Stationery Office Ltd (TSO Ltd).

The forms will be supplied by TSO Ltd only on receipt of an application accompanied by the original certificate from the Licensing Unit, Medway Council. There maybe a small charge for these items. You may wish to contact TSO Ltd for further information Tel: 0870 600 5522.

**11. Serving Application**

All original documentation must be sent to

Licensing Unit

Medway Council

Gun Wharf

Dock Road

Gillingham

Kent ME4 4TR

**12. Responsibility of Promoter**

## Every promoter shall exercise all due diligence (a) to secure that persons authorised to act as collectors are fit and proper persons and (b) to secure compliance on the part of the persons so authorised with the provision of the House to House Collections Regulations 1947.

No promoter shall permit any person to act as a collector unless he has issued or caused to be to that person (a) a prescribed Certificate of Authority duly completed and signed by the Chief Promoter of the Collection (b) a prescribed badge, having inserted therein or annexed thereto a general indication of the purpose of the collection (c) a collecting box or receipt book marked with a clear indication of the purpose of the collection and a distinguishing number, which indication and number shall, in the case of a receipt book, also be marked on every receipt contained therein in addition to the consecutive number of the receipt.

Every promoter shall exercise due diligence to secure (a) that no prescribed Certificate of Authority, prescribed badge, collecting box or receipt book is issued unless the name and address of the collector to whom it is issued have been entered on a list showing, in respect of any collecting box or receipt book, the distinguishing number there of (b) That every prescribed Certificate of Authority, prescribed badge, collecting box or receipt book issued on their behalf is returned when the collection is completed or when, for any other reason, a collector ceases to act as such.

When a collecting box is returned it shall be opened in the presence of a promoter and another responsible person. Where a collecting box is delivered unopened to a bank it may be opened by an official of the bank. As soon as a collecting box has been opened the contents shall be counted and the amount shall be entered with the number of the box on a list, which shall be certified by the persons making the examination.

The chief promoter of a collection shall exercise all due diligence, secure that all forms of prescribed Certificate of Authority and prescribed badges obtained by him for the purposes of the collection are destroyed when no longer required in connection with that collection or with a further collection which has been authorised to let for the same purpose.

**13. Responsibility of Collectors**

Every collector shall (a) sign their name on the prescribed Certificate of Authority issued to them and produce it on demand of any police constable or of any occupant of a house visited by them for the purpose of collection (b) Sign his name on the prescribed badge issued to him and wear the badge prominently whenever he is engaged in collecting (c) keep such certificate and badge in his possession and return them to a promoter of the collection on replacement thereof or when the collection is completed or at any other time on the demand of a promoter of a collection.

Where a collector is collecting money by means of a collecting box, they shall not receive any contribution save by permitting the person from whom it is received to place it in a collecting box issued to him by a promoter of the collection.

Where a collector is collecting money by other means than a collecting box, they shall upon receiving a contribution from any person, forthwith and in the presence of such person enter on a form of receipt in a receipt book issued to them by a promoter of the collection and on the corresponding counterfoil or duplicate, the date, the name of the contributor and the entries and signature being in ink or indelible pencil and shall hand the form of receipt to the person from whom they received the contribution.

Every collector to whom a collecting box or receipt book has been issued shall when the collecting box is full or the receipt book exhausted, or upon demand of a promoter of the collection or when they no longer desire to act as a collector or upon the completion of the collection return to a promoter of the collection the collecting box with the seal unbroken and/or receipt book with a sum equal to the total amount of the contributions entered therein.

**14. Age Limit**

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

**15. Importuning**

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.