

# Application form for a House to House Collection License

## House to House Collections Act 1939

Gravesham and Medway Shared Licensing Service, Civic Centre, Windmill Street, Gravesend, Kent DA12 1AU

## Please complete this form in block capitals

## Part 1 - Applicant details

|  |  |
| --- | --- |
| Title | Mr Mrs Ms Miss Other |
| First name | Middle/other names (if applicable) |
| Last name  (Block capitals) |  |
| Home address  (Please include postcode) |  |
| Business address  (Please include postcode) |  |
| Telephone numbers  (Please include area codes) | Home  Work  Mobile |
| Email |  |

## Part 2 - Details of collection

|  |  |
| --- | --- |
| Name of charity |  |
| Charity number  (where applicable) |  |
| If the collection is for a War Charity under the War Charities Act 1940 | Registered Exempted Date  Name of Registration Authority |
| Have you enclosed your permission letter from the charity | Yes No  If No, reason |
| Purpose to which proceeds of this collection are to be applied. (Full particulars should be given and, where possible, the most recent account of any charity, which is to benefit, should be enclosed) |  |
| Proposed location within Medway where collection(s) will take place |  |
| The collection to take place during what period of the year |  |
| Is it proposed to collect money | Yes No |
| Is it proposed to collect other property | Yes No  If Yes, is it proposed to:    sell property give it away use it |
| Is it proposed that wages will be paid to collectors and/or other persons? | Yes No  If Yes, will payment be made from   1. Proceeds from the collection  Yes No     If Yes, Collectors Rates  Other persons Please specify role  Rates   1. Company accounts Yes No |
| In relation to this application how many persons are to be authorised to collect in Medway | Number of collectors  (Collecting in Medway area) |
| Have you made the same application to any other local authorities | Yes No  If so, which local authorities  and when |
| Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection been | Refused licence/order  Yes No  Revoked licence/order Yes No  Removed from a Charity approved list of collection agents and/or company  Yes No  If Yes to any, please give particulars |
| Is it proposed to promote this collection in conjunction with a street collection | Yes No  If Yes, is it desired that the accounts of this collection should be combined wholly or in part with the account of the street collection.  Please specify |

## Part 3 – Declaration

**I/we confirm that to best of my/our knowledge, the information contained in this application is true.**

|  |  |
| --- | --- |
| Signature of applicant or applicant’s solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity | |
| Signature |  |
| Print Name |  |
| Capacity |  |
| Date |  |

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Medway Council is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our Data Protection Notification made to the Information Commissioner and may use this information for any of them. We may get information about you from others, or we may give information to them. If we do it we will only do so as the law permits, to check accuracy of information or prevent or detect crime. We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others such as government departments and statutory agencies. We will not give information about you to anyone outside Medway Council unless the law permits us to do so.