



Licensing Authority
Torridge District Council
Riverbank House
Bideford, Devon EX39 2QG

House to House Collections Act 1939
House to House Collections Regulations 1947

Application for a licence for a house to house collection

Please complete this form in BLOCK CAPITALS

Surname of Applicant: (Mr/Mrs/Miss/Ms)

Other Names: Date of Birth:

Address of Applicant:

Daytime telephone number: Email address:

Name and Address of Society or Organisation responsible for the conduct of the collection:

Are you a member of the Society or Organisation? **YES/NO**
(If YES, please state position held):

Please give details of the charities to which proceeds of collection will be given.
(You must provide written confirmation from the receiving charity on their headed paper that they have given permission for you to collect on their behalf together with a copy of their most recent accounts if available).

Registered Charity Number:

In which parts of Torridge District will the proposed collection take place?

On which dates will the proposed collection be made?

(We recommend that you telephone the Licensing Team prior to selecting a date for the collection to ensure that the date is available)

Between what hours do you propose to collect? Commence
Finish

Do you propose to collect money? **YES/NO**

Do you propose to collect other property? **YES/NO**

If YES, of what nature? Do you propose to sell such property or to give it away or to use it?

Continued ...

Approximately how many persons do you propose to authorise to act as collectors?

Do you propose that remuneration should be paid out of the proceeds of the collection :-

(a) to collectors? **YES/NO**

(b) to other persons? **YES/NO**

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

Are you applying for licences for collections for the same purpose in other Council areas? **YES/NO**

If YES, to which Councils? And, approximately how many persons in total do you propose to authorise to act as collectors?

Have you or anyone associated with the proposed collection, been refused a licence or order under the Act or had a Licence or order revoked? **YES/NO**

If YES, please provide full details:

Do you propose to promote this collection in conjunction with a street collection? **YES/NO**

If YES, do you intend to combine the account of this collection wholly or in part with the account of the street collection?

If the collection is for a war charity, state if the 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.

Have you or anyone associated with the proposed collection previously been refused a licence in respect of any collection? **YES/NO**

If YES, please provide full details:

Continued ...

DECLARATION

IN PURSUANCE of Section 2 of the House to House Collections Act, 1939, as amended by Schedule 29 of the Local Government Act 1972, I hereby apply for a licence authorising me to promote the above House to House collection.

I hereby authorise the Local Authority to make such checks as they consider necessary concerning this application and also to consult with the Police and Charity Commission. (This may require disclosure of information contained in this form).

Signature

Date

Please ensure that copies of the most recent literature and accounts are enclosed.

Please return your completed form to:

Torrige District Council
Licensing Team
Riverbank House
Bideford
Devon EX39 2QG

Telephone: (01237) 428700

E-mail: licensing@torridge.gov.uk

Privacy Notice

Torrige District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Public Task – in relation to personal data

Substantial Public Interest – in relation to ‘special category’ personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacypolicy/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.