**APPLICATIONS FOR A HOUSE-TO-HOUSE COLLECTION PERMIT:**

**Guidance Notes**

* These are required for permission to collect money or sell articles door to door within the area of Fenland District Council for the benefit of charitable or other purposes
* Please Note that Applications should be made at least FOUR weeks in advance of the required collection date.

**Declaration**

* I HEREBY APPLY FOR A PERMIT AUTHORISING ME TO PROMOTE THE COLLECTION OF WHICH PARTICULARS ARE GIVEN BELOW.
* I HAVE READ THE FENLAND DISTRICT COUNCIL’S HOUSE TO HOUSE COLLECTION REGULATIONS AND AGREE THEY WILL BE STRICTLY ADHERED TO.

|  |  |
| --- | --- |
| Name |  |
| Capacity |  |
| Date |  |

Please complete the Application form below and email to Licensing licensing@fenland.gov.uk

**House to House Collections**

# House to House Collections Act 1939

**Application form for permission to collect money or sell articles House to House within the Fenland area for the benefit of charitable or other purposes.**

1.Name and address of person, society, or committee responsible for the collection or sale:

Name:

Address:

Postcode:

Contact Number:

Email Address:

 2. Name and address of applicant who will be responsible for the collection or sale:

Name:

Address:

Postcode:

Contact Number:

Email Address:

 3 Name, address and telephone number of secretary and administrative Centre:

Name:

Address:

Postcode:

Contact Number:

Email Address:

 4. Name of the charity or fund which is to benefit from the collection or sale:

Name:

Registered charity number (if applicable)

5. Purpose of the charity or fund. Please enclose any literature to support your application:

 6. What method is to be adopted in making the collection or sale:

 7. Please tick area required and add preferred dates

|  |  |  |
| --- | --- | --- |
| **Area** | **Tick** | **Dates** |
| Wisbech |  |  |
| March |  |  |
| Whittlesey |  |  |
| Chatteris |  |  |
| Doddington |  |  |
| Benwick |  |  |
| Christchurch |  |  |
| Eastrea |  |  |
| Coates |  |  |
| Turves |  |  |
| Rings End |  |  |
| Gorefield |  |  |
| Leverington |  |  |
| Wisbech St Mary |  |  |
| Manea |  |  |
| Newton-in-the-Isle |  |  |
| Tydd St Giles |  |  |
| Roman Bank |  |  |
| Coldham |  |  |
| Parson Drove |  |  |
| Elm |  |  |

8. Disposal of receipts. Is the whole of the receipts to be paid over for the benefit of the Charity or Fund, or will any deduction be made for expenses or for any other purpose. If any deduction is to be made, state for what purpose, and give an estimate of the sum which will be deducted:

9. Has anyone associated with this application been convicted of any crime or offence arising out of the promotion of a public charitable collection or any offence of dishonesty:

10. Number of collectors: \_\_\_\_

11. Names of Collectors

12. Is application being made for a permit for a collection or sale for the same purpose in other districts? If so, where? \_\_\_\_\_\_

13. Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection or sale, been refused a permit or had a permit revoked. Yes/No If Yes, give particulars.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

To the best of my knowledge this is a true reflection of the facts. I agree to abide by the House to House Regulations pertaining to the Authority.

Signature: Date: 

**Residents who display a door/window sticker that they do not wish to be visited, should in no circumstances be visited.**

**Business and individuals working on behalf of these companies who do visit these properties are committing a criminal offence and can be prosecuted under the Consumer Protection from Unfair Trading Regulations 2008.**

**For our privacy statement please view our website -** [Privacy notices - Fenland District Council](https://www.fenland.gov.uk/article/14696/Privacy-notices)