



HOUSE TO HOUSE - APPLICATION FORM

In pursuance of section 2 of the House to House Collections Act 1939, I hereby apply for a licence authorising me to promote the collection of which particulars are given below.

Particulars of the charity/charitable purposes to which proceeds of collection are to be applied:

.....

NAME OF APPLICANT:

ADDRESS:

.....

TEL.NO:Email Address

.....

PROPOSED DATE(S):

(please give alternatives)

1. Please state where you intend to collect.
Be as specific as you can regarding towns, villages, streets, etc.

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.....
.....

2. Is it proposed to collect money? YES / NO
If so, what type of collection is proposed – sale of flags or emblems, envelopes etc.?

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3. Is it proposed to collect other property? YES / NO
If 'other property' is it proposed to sell such property, give it away or use it?

.....

5. Approximate Number of authorised collectors:

.....

6. Registered Charity Number (if applicable)
7. Is the application being made for licences for the same purpose in other areas?
- If so, to what authorities?.....

And approximately how many persons in all is it proposed to authorise to act as collectors?

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8. Has the applicant, or to the knowledge of the applicant anyone associated with the promotion of the collection, been refused a licence or order under the Act or had a licence or order revoked? If so please give details.

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9. 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?

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10. 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 the name of registration authority and date of registration or exemption.

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11. Is your charity the holder of a Home Office Order under the House to House Collection Act 1939?

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If this application is granted I hereby certify that I have read and will abide by the House to House Collection Regulations.

Signature of Applicant:.....

Date:

Residents who live in No Calling Zones, in addition to any individual residents who display a Suffolk County Council 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.

PRIVACY NOTICE

The information you have supplied is being collected in accordance with the House to House Collections Act 1939 and the Local Government Act 1972, and will be used for processing your application for a licence under the Act.

Your information will not be used for any other purpose and will not be shared with any other third parties, unless permitted by law.

Your information will be retained until a period of 6 years after the expiry of the licence; this is in line with the Limitations Act 1980 (section 2).

Data will be processed and held securely and in accordance with the General Data Protection Regulation and the Data Protection Act 2018 (and any updates).

Further information about data protection can be found on the East Suffolk Website:

www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Licensing-Privacy-Notice.pdf

Please return completed form to:

Licensing Department
Riverside,
4 Canning Road,
Lowestoft,
Suffolk NR33 0EQ

Email: licensing@eastsuffolk.gov.uk

Telephone: 01394 444802