

## House to House Guidance Notes

Door to door collections for cash and/or goods, including envelope collections and those from pub to pub need to be licensed. The Home Office licenses national collections and the District Council regulates smaller collections.

These collections need to be undertaken in accordance with the House to House Collections Act 1939.

Applications should be submitted at least one month prior to the first collection date. It is particularly important to leave enough time to order and receive the necessary prescribed badges and certificates of authority from Her Majesty's Stationery Office

Within three months of the collection a return form showing details of the monies collected must be completed and returned to the licensing authority.

### **When organising your collection you need to ensure that: -**

- every collector wears a standard badge and carries a certificate of authority, both obtained from Her Majesty's Stationery Office;
- collectors produce their badge on demand to the occupant of any house or any police officer or officer of the council;
- if collection boxes are used, they are sealed and consecutively numbered;
- if money or goods are collected by another means, a receipt is issued to the donator and the donation entered in a receipt book;
- collectors do not cause annoyance or nuisance to occupants;
- collectors are not under 16 years of age.

### **After a collection**

- collecting tins should be opened in the presence of a promoter and a witness, or, if unopened, delivered to a bank to be opened and counted by an official;
- when opened, the contents of each tin should be entered on a list and certified by those present;
- a return must be made to the Council showing the total amount of monies collected, amounts from each tin and a list of collectors;
- ensure that all certificates of authority and badges are destroyed at the end of the collection period;
- a least 85% of collected funds must be donated to the named charity - a maximum of 15% can go towards expenses.

No promoter or anyone associated with the collection can receive payment from the collection unless approved by the Council.

## **Monitoring of collections**

The Council will make any enquiries it sees fit to confirm the integrity of an organisation's collecting activities.

## **New organisations**

If your organisation has never before applied to the Council for a charity collection licence please supply the following information with your application:

- whether it is a registered charity [please state number], and the objectives of the charitable cause as supplied to the Charity Commission;
- a statement of the organisation's aims as detailed in any literature;
- details of the history of the organisation, i.e. when formed; names of Trustees, Directors, organisers, etc;
- accounts and any relevant financial statements.

## **Collecting on behalf of a society**

If you or your organisation is collecting on behalf of another charity, please provide written proof of agreement from the charity to benefit.

## **Reasons for refusal**

The Council can refuse or revoke licences for various reasons, these include;

- to limit the number of collections;
- if too high a proportion of the proceeds is likely to be spent on expenses;
- if incorrect information was provided on the licence application;
- if the promoter or any other person involved has been convicted of certain criminal offences e.g. burglary, blackmail or fraud.

## **Note:**

It is the responsibility of the Chief Promoter of a House to House Collection to ensure that he is aware of and complies with the relevant provisions of the House to House Collection Regulations 1947 when submitting the account of the collection.

However, the following are particularly drawn to your attention:-

1. The Chief Promoter must submit the account on the statutory form overleaf within **ONE MONTH** of expiry of the licence.
2. If the same Chief Promoter holds licences to collect for the same purpose and during the same period in the areas of more than one local authority he may with the agreement of each local authority concerned submit one combined account of all the collections to only one of those local authorities instead of submitting separate accounts to each.
3. In so far as a house to house collection is made in connection with a street collection, the Chief Promoter may with the prior agreement of the Council submit a combined account of both collections.
4. Unless the account is certified by an auditor who is acceptable to the Council, the Chief Promoter must submit with the account:

- (a) vouchers for each item of the expenses;
  - (b) vouchers in respect of application of the proceeds other than in respect of expenses;
  - (c) in the case of a collection of money, every receipt book used for the purposes of the collection;
  - (d) a list showing the name and address of each collector to whom a prescribed certificate of authority, prescribed badge, collecting box or receipt book has been issued together with the distinguishing number of the box or receipt book;
  - (e) a list showing the distinguishing number of each collecting box opened and the amount contained in it. The list must be certified by the persons opening and counting the contents of the boxes.
5. If the account is certified by an auditor who is acceptable to the Council the documents referred to in 3(a) – (e) above need not be submitted with the account but must be retained by the Chief Promoter and made available on request to the Council for a period of three months from submission of the account.
6. An auditor will be acceptable to the Council if he is a member of one or more of the following bodies:

The Institute of Chartered Accountants in England and Wales.  
The Institute of Chartered Accountants in Scotland.  
The Association of Chartered Accountants.  
The Institute of Chartered Accountants in Ireland.

A person who holds an equivalent qualification may be accepted but only by prior agreement with the Council.

### **Further information**

Please contact the Licensing Team

Address: Warne Road Depot,  
Warne Road,  
Weston-super-Mare,  
North Somerset,  
BS23 3ND

Telephone: 01934 426 800

Fax: 01934 426 230

E-mail: [licensing@n-somerset.gov.uk](mailto:licensing@n-somerset.gov.uk)

Her Majesty's Stationery Office: <http://www.tsoshop.co.uk/>