

**HOUSE TO HOUSE COLLECTIONS ACT 1939**  
**House to House Collections Regulations 1947**

**Application for a Licence**

**To: Brighton & Hove City Council**

In pursuance of Section 1 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collection, of which particulars are given below.

Dated.....20..... Signed.....

**PARTICULARS OF COLLECTION**

<p>1. Surname of applicant (in block letters) .....          Other names .....</p>	<p>1. ....          .....</p>
<p>2. Address of applicant .....          &amp; Telephone Number .....          Email .....          Date of Birth.....</p>	<p>2. ....          .....          .....</p>
<p>3. Particulars of charitable purposes to which proceeds of 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.)</p>	<p>3. ....          .....          .....</p>
<p>4. Over what parts of the area is it proposed that the Collection should extend?</p>	<p>4. ....          .....</p>
<p>5. During what period of the year is it proposed that the Collection should be made?          Hours of Collection during day</p>	<p>5. ....          .....</p>
<p>6. Is it proposed to collect money? .....</p>	<p>6. ....</p>
<p>7. Is it proposed to collect other property? If so, of what nature? and is it proposed to sell such property or to give it away or to use it?</p>	<p>7. ....          .....</p>
<p>8. Approximately how many persons is it proposed to Authorise to act as collectors in the area of the authority To which the application is addressed?</p>	<p>8. ....</p>
<p>9. Is it proposed that remuneration should be paid out of The proceeds of the collection –          (a) to collectors?          (b) to other persons?          If so, at what rates and to what classes of persons?</p>	<p>9. (a) .....          (c) .....</p>
<p>10. Is application being made for licences for collections 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?</p>	<p>10. ....          .....</p>
<p>11. 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, give particulars.</p>	<p>11. ....          .....</p>

<p>12. 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?</p>	<p>12. ....  .....  .....</p>
<p>13. 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 name of registered authority and date of registration or exemption.</p>	<p>13. ....  .....  .....  .....</p>

L142 December 2014

## Disclosure of Convictions and Declaration

Before completing this form please read the guidelines at the end of the form. If you are completing this form by hand please write legibly in block capitals. Use additional sheets if necessary.

Your Personal Details	
Surname	
Forename(s)	

Relevant or Foreign Offences (please see guidance notes)		
Have you been convicted of any relevant offence or foreign offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If you have been convicted of any relevant offences you must provide details for each conviction the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:</b>		
<b>If you have been convicted of and foreign offences you must provide details for each conviction the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:</b>		

Declaration			
<b>The information contained in this form is correct to the best of my knowledge and belief.</b>			
I understand that if I knowingly or recklessly make any false statement in connection with this application, my application could be refused and/or my permit revoked.			
<b>SIGNATURE</b>		<b>DATE</b>	

## **GUIDELINES ON THE RELEVANCE OF CONVICTIONS**

### **General Principles:**

1. Each case will be decided on its own merits.
2. A person with a current conviction for serious crime need not be permanently barred from registration but should be expected to remain free of conviction for 3 to 5 years, according to the circumstances, before an application is entertained. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.
3. The following examples afford a general guide on the action to be taken where convictions are admitted:

### **Offences involving violence**

- It is imperative that applicants with convictions for offences involving violence are considered carefully. When applicants have convictions for causing grievous bodily harm, wounding or assault, or even more serious offences involving violence, at least five years should elapse before an application is considered.

### **Drug- related offences**

- An isolated conviction for a drug offence, whether for unlawful possession only or involving the supply of controlled drugs, need not necessarily debar a candidate from registration, provided the applicant has at least three years free of convictions or five years since detoxification if he/she was an addict.

### **Indecency offences**

- Applicants with recent indecency offences would normally be debarred.

### **Dishonesty**

- Convictions for isolated minor offences should not debar an applicant, but in cases involving serious theft or fraud at least three years should elapse before an application is considered. When offences of dishonesty have been accompanied by violence, it is suggested that at least five years should elapse before registration.