



Licensing Team, Chichester District Council,
 East Pallant House, East Pallant, Chichester,
 West Sussex, PO19 1TY

FORM: H2
Licence Number:
 (Office use only)

**Application for a House to House Collection Licence
 House to House Collections Act 1939**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

If you are completing this form by hand please write legibly in block capitals. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Your personal details Please note: the applicant must be the organiser of the proposed collection

NAME

Title	(circle as appropriate): Mr Mrs Miss Ms Other _____ (please state)
Surname	
Forenames	

Date of Birth:

ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you, if you would like any further correspondence to be sent to an alternative address then please also state this below).

CONTACT DETAILS

Telephone	
Mobile	
Email	

ORGANISATION WHICH IS RESPONSIBLE FOR THE COLLECTION provide a brief description of the organisation and its objectives

Charity Details

Name of Charitable Organisation on whose behalf you are collecting
 (If possible please provide the most recent account of the nominated beneficiary)

Address (Head Office or Regional Office)

Registered Charity Number:

Please confirm that you have been authorised to collect by the above charity **Please tick ✓**
(To support your application please include a letter of authorisation from the charity)

Please provide a brief description of the charitable organisation and its objectives:

CONTACT NAME of individual you have liaised with at the charity

Title	(circle as appropriate): Mr Mrs Miss Ms Other _____(please state)
Surname	
Forenames	

CONTACT DETAILS

Telephone	
Mobile	
Email	

Collection details

Please state the area(s) in which you wish to collect

Please state the period during which the collection will be made

____ / ____ / ____ to ____ / ____ / ____

During what hours of the day will the collection be held?

Please state the approx. number of persons that will be authorised to collect

No of collectors _____

How will the collectors be identifiable? (provide details of badge, certificate of authority etc.)

Please confirm what form the collection will take **Money** **Direct Debit** **Property**

If you are collecting money please state the method of collection: (Sealed box/can, envelope, other) if other please specify

If you are collecting property please state what kind of items are being collected and how they will be used

Sell Give Away Use

Will 100% of the proceeds be donated to the charity or used for charitable purposes? If no, please state what percentage of the proceeds will be donated to the charity or used for charitable purposes:

Do you intend to offer anything for sale during the collection? If so, please state what is intended to be sold:

Is it proposed that remunerations should be paid out of the proceeds of the collection **Please tick ✓**
(If so please state at what rates and to what classes of persons. Please include a copy of any fundraising agreement with this application) N.B. Payment cannot be made to collectors, or others, unless details are provided in this form and approved.

Application details

Have any other applications for the same purpose been submitted to other authorities **Please tick ✓**
(If so please list the relevant authorities and state the number of persons that will be authorised to collect as a result.)

Have you or any other person associated with the promotion of this collection, been refused or had a licence or exemption order under the Act revoked **Please tick ✓**
(If so please provide details on a separate sheet if necessary)

Are you intending to promote this collection in conjunction with a street collection **Please tick ✓**
(If so please indicate whether the accounts of this collection will be combined wholly or in part with the account of the street collection)

Is the collection for a war charity **Please tick ✓**

(Please state if the charity has been registered or exempted from registration under the War Charities Act 1940 and provide the name of the registration authority and date of registration or exemption.)

Have you, or any person named in or associated with this application, been convicted of any crime or offence? (If so please provide details on a separate sheet)

ADDITIONAL DETAILS provide any additional information which is required or relevant to your application

Declaration

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 above.

Please note that if any person in furnishing any information for the purposes of this Act knowingly or recklessly makes a statement false in a material particular, he shall be guilty of an offence.

Signature

Date