

TO: The Licensing Team, East Lindsey  
District Council, The Hub, Mareham Road, Horncastle,  
LN9 6PH. (email: [licensing@e-lindsey.gov.uk](mailto:licensing@e-lindsey.gov.uk))

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

Signed:

Dated:

## Particulars of Collection

### Applicant Responsible for Collection

1. Surname of applicant (*in block letters*):

Other names:

Mr  Mrs  Miss  Ms  Other:

2. Address of applicant  
(*including post code*):

3. Email address:

4. Telephone number:

### Particulars of Charitable Purposes to Which Proceeds of Collection are to be Applied

5. Name of charity

6. Address of charity (including postcode):

7. Over what parts of the local  
authority area is it proposed that  
the collection should extend?

8. During what period of the  
year is it proposed that the  
collection should be made?

9. Is it proposed to collect money? Yes  No
10. Is it proposed to collect other property? Yes  No  If Yes, of what nature and is it proposed to sell such property or to give it away or to use it?
11. Approximately how many persons is it proposed to authorise to act as collectors in the area of the local authority to which the application is addressed?
12. Is it proposed that remuneration should be paid out of the proceeds of the collection to:  
 (a) collectors?   
 (b) other persons?   
 If so, at what rates and to what classes of persons?
13. Is application being made for licences for collections for the same purpose in other local authority areas? Yes  No  If Yes, to what local authorities?
- And, approximately, how many persons in all is it proposed to authorise to act as collectors?
14. Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a permit or order under the Act, or had a permit or order revoked? Yes  No  If Yes, give particulars:
15. Is it proposed to promote this collection in conjunction with a charitable street collection? Yes  No  If Yes, is it desired that the accounts of this collection should be combined wholly or in part with the account of the street collection?

*Form last revised February 2023*

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998 and the Freedom of Information Act 2000. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

# Guidance Notes

## Introduction

### Charitable House to House Collections

Charitable house to house collections involve the collection of either money or items directly from a person's property. They are a vital source of funds for many charities as they offer a positive opportunity for the public to support charities. However, they need to be carried out for the benefit of the charity and in accordance with the law.

It is vital that permits to collect are issued to legitimate applicants. This can give the public confidence that if the collection is properly authorised then an adequate proportion of their donations are being given to the appropriate charity.

Charitable house to house collections are currently regulated by the House to House Collections Act 1939 and the House to House Collections Regulations 1947. Permits for these collections, in the East Lindsey District, are issued by East Lindsey District Council.

There are National Exemption Orders that are available to charities who have undertaken a high number of collections across local authority areas nationally in the preceding two years. These are issued to the charity by the Cabinet Office directly.

### Application Process

The statutory house to house application form needs to be completed when applying for a permit.

There should be a minimum 28 days notice given between the application and the proposed start date of the collection. This recommendation may be waived in exceptional circumstances at the discretion of the Authority.

On all applications to this Authority, where the application relates to the collection of clothing or goods, the applicant must also supply information relating to:

- Whether the collection beneficiary is a registered charity (with charity number), and the objectives of the charitable cause as supplied to the Charity Commission.

- A statement of the company organisations aims as detailed in any literature and the details and history of the organisation.
- How the collection is to be conducted (e.g. charity collection bags).
- Letter of Authorisation from the Charity Partner to collect goods on their behalf.
- Copy of the Corporate Agreement between the two organisations (the charity partner and the collector).
- Declaration of any previous permit refusals by this Authority and/or any other Local Authority.
- An example of the projected Income and Expenditure in collecting 1 tonne of clothes.

In addition, it must be clear as part of the application process how much the charity will receive as part of the collection, the proportion of this as a percentage of the cost of running the collection and a clear set of returns if the organisation has operated collections in the East Lindsey District before.

Where appropriate this Authority reserves the right to ask an applicant to produce the result of a current basic Criminal Records Bureau disclosure relating to the applicant for the permit (or the Director(s) of the collection company if different).

### House to House Collections Policy

A copy of our policy on the subject of house to house collections can be found on the Council's website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

## Data Protection Notice

East Lindsey District Council is a Data Controller and can be contacted at:

The Hub, Mareham Road, Horncastle, Lincolnshire LN9 6PH  
Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your application under Licensing Legislation as we are the Licensing Authority.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 6 years in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane,  
Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your application for a permit.

For further information on our Data Protection Policies please go to our website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)