

# House to House Collections Act 1939

## Guidance Notes for a House to House Collection Licence

1. Please note you must give at least 1 calendar months notice prior to the date of collection.
2. Before sending your application from to the Licensing Service please check that you have included or completed the following:-
  - (a) A leaflet or letter giving details of the aims and work of the charity.
  - (b) A letter of authorisation from the charity giving permission for the named applicant to collect.
  - (c) Professional fundraisers must supply a booklet or leaflet outlining the aims of the organisation.
  - (d) State the collection days, dates and areas of the City you wish to collect.
  - (e) The Council would prefer that any expenses incurred are not deducted from the monies collected. If however you need to deduct any expenses, please send in a letter with your application form giving full details. Consideration will then be given to your request.
  - (f) Your completed application form should be returned to:

Licensing & Development  
Environmental Development  
St Aldate's Chambers  
109 – 113 St Aldate's  
Oxford  
OX1 1DS

Please ensure your application is correct and all relevant documents are included. Any error will result in your application being returned to you and therefore will result in a delay in the processing of your application.

The guidance notes and House to House Regulations should be retained for your information. For further information please contact the Licensing Service on (01865) 252558 or email [licensingmisc@oxford.gov.uk](mailto:licensingmisc@oxford.gov.uk)