

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

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 below.

www.oxford.gov.uk



<p><b>1.</b> a) Surname of Applicant: (in block letters)          b) Mr/Mrs/Miss/Ms:          c) Other Name(s) :          d) Date of Birth :</p>	
<p><b>2.</b> Address of Applicant:</p> <p>Telephone Number:          Home: Business:</p>	
<p><b>3.</b> a) Name and address of Charity or Fund which is to benefit from the collection</p> <p>b) Are you an officer of this Charity or Fund?</p> <p>If yes, state position/title within the Charity</p>	<p style="text-align: right;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
<p><b>4.</b> Can you confirm if Commercial Participators or Professional Fundraisers have any involvement in the collections?</p> <p>(If so can you please provide full details)</p>	
<p><b>5.</b> Over what areas of Oxford City Council area is it proposed to hold the House to House collection?</p>	
<p><b>6.</b> During what period of the year is it proposed to hold the House to House Collection?</p>	
<p><b>7.</b> Is it proposed to collect money?</p>	<p style="text-align: right;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
<p><b>8.</b> Is it proposed to collect other property?</p> <p>If so for what reason?</p>	<p style="text-align: right;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>To sell <input type="checkbox"/>    giveaway <input type="checkbox"/>    re-use <input type="checkbox"/></p>

<p><b>9.</b> How many persons is it proposed to authorise to act as collectors in the area of the Council?</p>	
<p><b>10.</b> Is it proposed that remuneration should be paid out of the proceeds of the collection –</p> <p>a) to collectors?</p> <p>b) other expenses?</p> <p>(If yes, please include a letter giving details)</p>	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
<p><b>11.</b> Has application been made for licences for collections for the same purposes in other areas?</p> <p>If yes, to which authorities?</p>	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
<p><b>12.</b> Has the applicant, or, to the knowledge of the applicant, has anyone associated with the promotion of the collection been refused a Licence of Order under the Act, or had a Licence or Order revoked? If yes please give particulars.</p>	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
<p><b>13.</b> 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 or the Street Collection?</p>	<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>

**Declaration**

**I am aware that should a House to House Licence be granted to me the collection must take place in strict compliance with the House to House Regulations which I have read and fully understand.**

**I am aware that it is also necessary for me to submit to the Council a certified form of statement within 1 month of the collection taking place.**

**Signed .....****Dated.....**

**Please return the completed form to:**

**Business Regulation Team  
Environmental Health  
St Aldate's Chambers  
109 – 113 St Aldate's  
Oxford  
OX1 1DS**