

BEDFORD BOROUGH COUNCIL

RUNNING A HOUSE TO HOUSE COLLECTION

The House to House Collections Act 1939 and the Regulations of 1947 made thereunder contain important provisions for THE REGULATION OF HOUSE TO HOUSE COLLECTIONS FOR CHARITABLE PURPOSES, and prescribe FINES AND/OR IMPRISONMENT for offences against the Act or the Regulations. You are strongly advised to make yourself aware of these matters prior to organising a House to House Collection.

1. Except as prescribed by the 1939 Act:-

No collection in any locality for a charitable purpose may be made unless the promoter is licensed by the Licensing Authority for the area comprising that locality, and the collectors are authorised by the promoter.

2. The Licensing Authority cannot grant a licence for a period longer than twelve months and may refuse a licence, or where granted, may revoke it, in circumstances specified in the Act.

There is a right of Appeal to the Secretary of State against the refusal or the revocation of a licence, within fourteen days from the date on which notice is given of the refusal or the revocation.

3. Every promoter of a collection must exercise all due diligence to secure that persons authorised to act as collectors are fit and proper persons, and to secure compliance by collectors with the Regulations.

4. No promoter of a collection shall permit any person to act as a collector unless he has issued to the person -

- (i) a prescribed Certificate of Authority;
- (ii) a prescribed Badge; and
- (iii) if money is to be collected, a Collecting Box marked, or a Receipt Book (with receipts and counterfoils or duplicates consecutively numbered) marked on every receipt, with a general indication of the purpose of the collection, and a distinguishing number.

5. In the case of a collection in respect of which a Licence has been granted, every prescribed Certificate of Authority shall be given on a form obtained from HM Stationery Office, and every prescribed Badge shall be so obtained.

6. No person under the age of 16 years shall act or be authorised to act as a collector of money.

7. No collector shall importune any person to the annoyance of such person, or remain in, or at the door of, any house if requested to leave by any occupant thereof.

8. The promoter of a collection must furnish an account of the collection in the form prescribed to the Licensing Authority (attached) or the Secretary of State, as the case may be, within 1 month of expiry of the licence. (This period may be extended if the Licensing Authority is satisfied that there are special reasons for so doing).

DEFINITIONS

9. “Charitable Purpose” means any charitable, benevolent or philanthropic purpose.

“Collection” means an appeal to the public, made by means of visits from house to house, to give, whether for consideration or not, money or other property; and “Collector” means a person who makes the appeal in the course of such visits.

“House” includes a place of business (e.g. Public House).

“Proceeds” means, in relation to a collection, all money and all other property given, whether for consideration or not, in response to the appeal.

“Promoter” means a person who causes others to act as collectors for the purpose of the collection.

FURTHER INFORMATION

10. For further information, reference should be made to the Act and Regulations which are obtainable from HM Stationery Office, PO Box 569, London SE1 9NH, or through any bookseller.

11. Enquiries in connection with these matters, and completed forms of account, may be addressed to:

Licensing Service
Bedford Borough Council
Borough Hall
Bedford
MK42 9AP

Licensing@bedford.gov.uk

12. Promoters of House to House Collections are asked to note that, pursuant to the powers under the House to House Collections Act 1939, Bedford Borough Council may not grant further House to House Collection Licences to those promoters who have failed to return completed form of account for previous licences granted to them.

13. Whilst you will be notified of other House to House collections in the Borough which have been authorised to take place at the same time as your proposed collections you may wish to seek update information closer to the time of your collection.