

BOLTON COUNCIL**NOTES FOR GUIDANCE IN RESPECT OF HOUSE TO HOUSE COLLECTIONS**

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1. INTRODUCTION

These notes are for guidance only and are not exhaustive, reference should also be made to the House to House Collections Act 1939 as amended by the Local Government Act 1972 and the House to House Collections Regulations 1947 and 1963.

2. CORRESPONDENCE

All correspondence should be addressed to Licensing Unit, Bolton Council, Ground Floor, Town Hall, Victoria Square, Bolton, BL1 1RU

3. TELEPHONE ENQUIRIES

Telephone enquiries should be made by telephoning a direct line to the Licensing Unit - Bolton 336584.

4. PERSONAL VISITS

By appointment only.

5. A HOUSE TO HOUSE COLLECTION

The Acts of Parliament and Regulations give the local authority power to regulate collections made from house to house for charitable, benevolent or philanthropic purposes. Street collections are regulated separately and "Notes for Guidance" LG 301 is available from the Licensing Unit on request.

6. VARIOUS DEFINITIONS

"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.
"House"	includes a place of business.
"Licence"	means a licence for a collection.
"Proceeds"	means, in relation to a collection, all money and all other property given, whether for consideration or not, in response to the appeal made.
"Promoter"	means in relation to a collector, a person who causes others to act, whether for remuneration or otherwise, as collectors for the purpose of collection.
"Collecting Box"	means a box or other receptacle for monetary contributions, securely closed and sealed in such a way that it cannot be opened without breaking the seal.
"Badge"	means a badge in the form supplied by Her Majesty's Stationery Office.

"Certificate of Authority" means a certificate in the form supplied by Her Majesty's Stationery Office.

"Receipt Book" means a book of detachable forms of receipt consecutively numbered with counterfoils or duplicates correspondingly numbered.

7. RESTRICTION

No collection, from house to house, shall be made without a licence issued by the council EXCEPT where that person or organisation holds an Order of Exemption issued by the Secretary of State.

8. COLLECTIONS BY THE USE OF ENVELOPES

This type of collection cannot be made under a licence issued by a local authority.

9. CERTIFICATES OF AUTHORITY, BADGES, COLLECTING BOXES AND RECEIPT BOOKS

(a) The promoter must ensure every collector is issued with:-

- (i) a Certificate of Authority, duly completed; and
- (ii) a Badge, duly completed; and
- (iii) where money is to be collected, a collecting box or a proper receipt book marked clearly with purpose of the collection and a distinguishing number.

(b) The promoter must:-

- (i) keep a list of each persons name and address to whom a Certificate of Authority and Badge is issued; and
- (ii) only issue Certificates of Authority and Badges supplied by H.M. Stationery Office under the order form provided by the Council; and
- (iii) ensure that every Certificate of Authority and Badge is returned to him after the collection or when a collector ceases to act as such.

10. COLLECTORS

(a) The promoter must ensure all collectors:-

- (i) are fit and proper persons; and
- (ii) comply with the Acts and Regulations.

- (b) Every collector must:-
- (i) sign his name on the Certificate of Authority and Badge; and
 - (ii) produce on demand, his Certificate of Authority to a police constable or the occupant of any house visited; and
 - (iii) wear the badge prominently whilst collecting; and
 - (iv) return the certificate of authority and badge to the promoter at the end of the collection or on demand by the promoter; and
 - (v) when collecting money by means of a collecting box, only receive such contribution by the placing of it in the box issued; and
 - (vi) when collecting money by other means, issue to the contributor a proper receipt; and
 - (vii) return to the promoter the collecting box or receipt book on the completion of the collection or when either is full or on demand of the promoter together with the monies collected; and
 - (viii) leave any house if requested to do so by the occupant.

11. AGE OF COLLECTORS

Collectors must be aged 16 years or over.

12. OPENING OF COLLECTING BOXES ETC.

- (a) A collecting box must be opened in the presence of the promoter and another independent responsible person EXCEPT when the box is delivered to a bank unopened, it may be opened by an official of the bank.
- (b) The person opening the box must:-
 - (i) count the contents; and
 - (ii) enter the amount with the number of the box on a list and then certify that list; and
 - (iii) receipt books and monies received must also be checked and certified in a similar manner.

13. RETURN OF ACCOUNTS

- (a) Within ONE month of the date of collection, the person to whom the licence was granted, must forward to the council:-
 - (i) a statement on form LG 404 (or in a form to the like effect) certified by that person and an independent responsible person; and

- (ii) a list of the amounts contained in each collection box or receipt book; and
- (iii) a list of the collectors; and
- (iv) vouchers for each item of expense; and
- (v) vouchers for each application of proceeds; and
- (vi) every receipt book used.

Form LG 404 has space for the inclusion of items (ii) and (iii) above, but a separate list will be acceptable.

- (b) Items (ii), (iii), (iv), (v) and (vi) are not required to be submitted with the statement if the statement is certified by a qualified accountant. But the promoter of the collection must retain those items for at least 3 months and submit them to the Council if required to do so.

14. APPLYING FOR A LICENCE

Application for a House to House collection is made on form LG 402, available from the Licensing Unit.

Applicants are advised to enquire if the date or dates required are available before submitting the form.

If a licence is approved, the applicant will be issued with:-

- (i) the licence, and
- (ii) an order form to H.M. Stationery Office for the issue of certificates of authority and badges; and
- (iii) a form (LG 404) for the return of accounts.

The Certificates of Authority and Badges are available from any H.M. Stationery Office on production of the order form. Prospective collectors must apply before the intended collection date to The Stationery Office Ltd., PO Box 29, Duke Street, Norwich NR3 1GN