



East Cambridgeshire
District Council

HOUSE TO HOUSE COLLECTION ACT 1939

APPLICATION FOR A HOUSE TO HOUSE COLLECTION LICENCE

- Please familiarise yourself with our policy and regulations before completing this application www.eastcambs.gov.uk.
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form:
 1. Letter of authorisation from the chosen charity (when applying on behalf of a charity).
 2. Collection contract¹
 3. Copies of the applicant's and the charity's (where an application is made by a commercial collecting company) most recent accounts.
 4. Proof of public liability insurance (£5,000,000) covering the date of the collection.
 5. Copy of valid waste carrier's permit or exemption certificate.

¹ It is necessary to provide a current collection contract between the collector and charity (in accordance with the Charities Act 1992) where the collection will be promoted by a commercial collecting company.

An application:

1. Must be submitted at least one month prior to a proposed collection;
2. Can only be submitted for a collection occurring in the current or following calendar year.
3. Must not exceed the fair use limits contained in our policy

Applications not complying with the above will not be accepted.

METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3rd party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of the Data Protection Act 1998.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

PERSONAL DETAILS OF PERSON APPLYING ON BEHALF OF THE ORGANISATION (PROMOTER)

Surname:	Forenames:
Current home address:	
Postcode:	
Date of birth:	Telephone:
Mobile:	Email:
Place of birth:	

CHARITY DETAILS

Charity name:	
Charity address:	
Postcode:	
Charity registration number:	
Telephone:	Email:

PURPOSE FOR WHICH THE COLLECTION IS BEING HELD

Please explain the purposes to which the proceeds of the collection are to be applied:

COLLECTION LOCATION

Ely: <input type="checkbox"/>	Soham: <input type="checkbox"/>	Littleport: <input type="checkbox"/>
Whole district: <input type="checkbox"/>		
Other (please specify):		

COLLECTION DATES

Only one collection date may be requested per application. Please provide two dates in priority order, and we will attempt to accommodate your preferred date:

Preferred date:

2nd choice date:

NATURE OF THE COLLECTION

Will money be collected: Yes No
(if yes)

How will the collection be made i.e. direct debit, sealed containers, sealed envelopes etc.

Is it proposed to collect other property: Yes No
(if yes)

What other property will be collected?

How will such property be disposed of?

Does the charity hold a registration certificate under the Registration of Carriers Regulations 1991?: Yes No

Does the charity hold an exemption certificate under the Registration of Carriers Regulations 1991?: Yes No

If a copy of the registration or exemption certificate cannot be enclosed with this application, please state reasons why not:

COLLECTORS

How many persons will be authorised to act as collectors in East Cambridge district?

Will remuneration, including expenses, be paid out of the proceeds of the collection to collectors: Yes No

Will remuneration, including expenses, be paid out of the proceeds of the collection to other persons:

Yes No

Please state below to whom payment will be made, and how much will be paid, including expenses.

APPLICATION HISTORY

Are applications being made for collection licences for the same purpose in other districts?:
(if yes)

Yes No

Which districts?

The total number of collectors to be authorised (including those in East Cambridgeshire)?

Has the promoter, or to the promoter's knowledge, anyone else associated with the promotion of the collection, been refused a licence or order under the Act, or had a licence or order revoked?
(if yes)

Yes No

State particulars of the refusal or revocation of the licence, i.e. dates, issuing authority, etc below:

Is it proposed to promote this collection in conjunction with a street collection?
(if yes)

Yes No

Are the accounts of this collection to be combined wholly or in part with the account of the street collection?

Yes wholly
Yes in part
No

Is the collection for a War Charity?
(if yes):

Yes No

State if the charity has been registered or exempted from registration under the War Charities Act, 1940:

Registered Exempted

Provide the name of registration authority and date of registration or exemption:

SUPPORTING DOCUMENTS CHECKLIST

1. Letter of authorisation from the chosen charity (when applying on behalf of a charity).	Enclosed: <input type="checkbox"/> N/A: <input type="checkbox"/>
2. Collection contract	Enclosed: <input type="checkbox"/> N/A: <input type="checkbox"/>
3. Copies of the applicant's and the charity's (where an application is made by a commercial collecting company) most recent accounts.	Enclosed: <input type="checkbox"/> N/A: <input type="checkbox"/>
4. Copy of waste carrier's permit or exemption certificate.	Enclosed: <input type="checkbox"/> N/A: <input type="checkbox"/>
5. Proof of public liability insurance (£5,000,000) covering the date of the collection.	Enclosed: <input type="checkbox"/>

DECLARATION

Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain a charity house to house collection licence. I am fully aware that the provision of a false statement, or information in order to obtain a permit is an offence under the above Act which may result in the refusal of this application, and any subsequent applications for a period of one to three years. I am also aware that any permit granted as a result of breaching the above Act will be immediately revoked. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I have read the charity street collection policy and regulations and I undertake, in the event of a permit being granted, to observe and comply with the requirements set out in these documents.

Signed (by the applicant):.....Date:.....

Print name:.....

GDPR AND THE DATA PROTECTION ACT 2018

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: dataprotection@eastcambs.gov.uk)

The Licensing Authority maintains a data retention and sharing policy in accordance with GDPR rules, which explains how your information could be used by the Licensing Authority. Further details are available on the Council's website www.eastcambs.gov.uk.