



## HOUSE TO HOUSE COLLECTION PROCEDURE NOTES

### Initial question –

**Has the Charity in question got a home office exemption order?**  
(Usually larger charities do have this, and smaller charities do not)

### YES

- Inform the council at one of the addresses detailed below of the collection dates in our area.
- You will then receive an acknowledgement letter.

### NO

- Fill the application form in and send to your nearest Licensing Department (office addresses detailed below).
- The council will then issue the licence, certificate, explanatory leaflet and Form of Account.
- The charity then sends the certificate to The Stationary Office at the address below:

Her Majesty's Stationary Office  
St Crispin's House  
Colegate  
Norwich  
NR3 1BQ

- You will then receive certificates and badges for the collectors.

Licensing Office Addresses				
Central Licensing Shirehall Abbey Foregate Shrewsbury SY2 6ND	North Licensing Edinburgh House New Street Wem SY4 5DB	North Licensing Castle View Oswestry SY11 1JR	South Licensing Westgate Bridgnorth WV16 5AA	South Licensing Stone House Corve Street Ludlow SY8 1DG



## HOUSE TO HOUSE COLLECTION APPLICATION In accordance with the Regulations in force

<p>1) Name &amp; Address of Applicant (Please complete in capital letters)</p>	<p>Name: Mr/Mrs/Miss/Ms/Other</p> <p>Address:</p> <p>Post Code:</p>
<p>2) Name of Charity</p>	
<p>3) Address of Charity (Full particulars should be given and, where possible, most recent accounts should be enclosed.)</p>	<p>Post Code:</p>
<p>4) In what location do you propose to make the collection</p>	<p>Ellesmere <input type="checkbox"/>    Whitchurch <input type="checkbox"/>    Market Drayton <input type="checkbox"/></p> <p>Wem <input type="checkbox"/>    Oswestry <input type="checkbox"/>    Shrewsbury <input type="checkbox"/>    Shifnal <input type="checkbox"/></p> <p>Albrighton <input type="checkbox"/>    Church Stretton <input type="checkbox"/>    Bridgnorth <input type="checkbox"/></p> <p>Bishops Castle <input type="checkbox"/>    Craven Arms <input type="checkbox"/>    Ludlow <input type="checkbox"/></p> <p>Broseley <input type="checkbox"/>    Much Wenlock <input type="checkbox"/></p>
<p>5) What date(s) will the collection take place</p>	
<p>6) Is it proposed to collect money</p>	<p>Yes <input type="checkbox"/>    No <input type="checkbox"/></p>
<p>7) Is it proposed to collect other property</p>	<p>Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p>If yes, of what nature, and is it proposed to sell such property or to give it away or to use it?</p>
<p>8) Approximately how many persons do you propose to authorise to act as collectors to which this application is addressed</p>	

<p>9) Is it proposed that remuneration should be paid out of the proceeds of the collection:</p>	<p>to collectors: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>to other persons: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, at what rates and to what classes of persons:</p>
<p>10) Have you any applications for licences for collections for the same purpose in other areas.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, to what Licensing Authority.</p>
<p>11) Have you, or to your knowledge, anyone associated with the promotion of the collection, been refused a licence or order or had a licence or Order revoked</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>12) Is it proposed to promote this collection in conjunction with a street collection.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, will the accounts of this collection be combined wholly or in part with the account of the street collection.</p>
<p>13) Is the collection for a War Charity, If yes, please state if such charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority and date of registration/exemption.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes: Registered <input type="checkbox"/></p> <p style="padding-left: 40px;">Exempt from Registration <input type="checkbox"/></p> <p>Name of registration authority:</p> <p>Date of registration/exemption:</p>

I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.

SIGNATURE  DATE

This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. The Authority may also share this information with other bodies administering public funds for these purposes.

Please return the completed form to the address below:  
**Licensing Department**  
**Shropshire Council**  
**Shirehall**  
**Abbey Foregate**  
**Shrewsbury**  
**SY2 6ND**