

DUDLEY METROPOLITAN BOROUGH COUNCIL**HOUSE TO HOUSE COLLECTIONS ACT 1939****FORM OF APPLICATION FOR A LICENCE**

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The information will be held confidentially and will be retained for the purposes of processing your request. Further Data Protection information can be obtained from the Information Commissioners website at: www.informationcommissioner.co.uk.

This Authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

**PLEASE COMPLETE THIS FORM ACCURATELY AND IN FULL.
TICKS/CROSSES/LINES THROUGH THE RELEVANT BOX WILL NOT BE ACCEPTED.
PLEASE NOTE THAT ANY OMISSION OR FALSE INFORMATION MAY MAKE YOU
LIABLE TO PROSECUTION**

To: The Borough Council of Dudley

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.

Date (Signed)

PARTICULARS OF COLLECTION

1.	Title & Surname of applicant (in block letters) Other names Telephone Number Date of Birth	
2.	Address of applicant.	
3.	Particulars of charitable purpose to which proceeds of collection are to be applied. (Full particulars should be given and, where possible, the most recent account of any charity that is to benefit should be enclosed.)	
4.	Over what parts of the police area is it proposed that the collection should extend?	

5.	During what period of the year is it proposed that the collection should be made?	
6.	Is it proposed to collect money?	
7.	Is it proposed to collect other property? If so, of what nature, and is it proposed to sell such property or to give it away or to use it?	
8.	Approximately how many persons is it proposed to authorise to act as collectors in the area of the police authority to which the application is addressed?	
9.	Is it proposed that remuneration should be paid out of the proceeds of the collection – (a) To collectors? (b) To other persons? If so, at what rates and to what classes of persons?	
10.	Is application being made for licences for collections for the same purpose in other police areas? If so, to which police authorities? And, approximately, how many persons in all is it proposed to authorise to act as collectors?	
11	Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a licence or order under the Act, or had a licence or order revoked? If so, give particulars.	
12	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 of the street collection?	
13	If the collection is for a War Charity, state if such charity has been registered or exempted from registration under the War Charities Act, 1940, and give name of registration authority and date of registration or exemption.	

COMMITMENT TO CLIENT CARE

We will endeavour to determine your application within 28 days of receipt of your form. However, please remember that we have to receive information from other agencies before the permit may be issued, and we are therefore dependent upon these agencies for a prompt response to our enquiry. We will ensure that the permit is issued within 2 days of receiving all relevant reports wherever possible.

If you have any complaints with regard to this application please write in the first instance to:-

Law and Property, Licensing Services
Unit 1, Narrowboat Way
Hurst Business Park
Brierley Hill
West Midlands
DY5 1UF

Tel: - 01384 815377

E-mail: -licensing.LDS@dudley.gov.uk