

## **APPLICATIONS FOR HOUSE TO HOUSE COLLECTION LICENCES**

### **GUIDANCE NOTES**

1. Licences may be granted in respect of the whole or part only, of a local authority area, but, where a collection extends to more than one police area, a separate licence must be obtained from each authority to whose area the collection will extend. In this latter case, however, for convenience of administration, any necessary enquiries and supervision will usually be undertaken by the local authority in whose area the head office of the collecting charity is situated.
2. Organisations that have not previously held a collection in Barnsley are required to forward literature regarding the aims and objectives of the charity or fund, the organisations current annual report and the last accounts of a similar collection held in another area, if applicable.
3. Applicants not directly in the employ of the benefiting charity/fund must provide an authorisation letter from the relevant organisation giving them permission to organise a house to house collection on their behalf within the Metropolitan Borough of Barnsley on the date(s) nominated.
4. Each collector is to be a fit and proper person of good character and no person under the age of 16 years shall be permitted to act as a collector.
5. The promoter must ensure that each collector is issued with a prescribed badge and prescribed certificate of authority duly authenticated. These must be purchased from The Stationery Office (Publications Centre), PO Box 276, London, SW8 5DT Tel No: 0870-6005522 on production of the certificate of information for the Stationery Office issued by the Local Authority with the licence or from The Stationery Office Bookshop 123 Kingsway, London WC1B-6PQ Tel No: 020-7242-6393.
6. Every collector shall sign his name on the prescribed certificate of authority and produce it on demand of any police constable or any occupant of a house visited by him for the purpose of the collection. He shall also sign his name on the prescribed badge that must be prominently worn when engaged in collecting.
7. No collector shall importune any person to the annoyance of such person, or remain at any house if requested to leave by any occupant.
8. Monetary contributions must be received by means of a collecting box or receipt book. The box must be securely closed and sealed in such a way that it cannot be opened without breaking the seal. Each box is to be consecutively numbered and the purpose of the collection must be clearly indicated thereon.
9. The receipt book method must be by means of detachable forms of receipt, consecutively numbered with counterfoils or duplicates correspondingly numbered and the purpose of the collection must be clearly indicated thereon.
10. The promoter must ensure that no prescribed certificate of authority badge, collecting box or receipt book is issued unless the name and address of the collector to whom it is issued have been entered on a list together with the distinguishing number of the respective box or receipt book issued to each collector.
11. All boxes, books, badges, and authorities must be returned to the promoter on completion of the collection or when a collector ceases to act as such. All monies received shall be

examined by a promoter and another responsible person and noted on a list and certified. Boxes delivered unopened to a bank may likewise be certified by a bank official in the absence of the promoter.

12. A statement of return must be submitted within 30 days of the expiry of the licence. If your licence is for a period of greater than three months, a statement of return must be submitted, ideally after each collection, but at least once every three months.
13. The Local Authority will require submission of receipt books, lists and expense vouchers for examination in support of accounts not certified by a qualified auditor viz; FCA, ICA, ACA or approved person.
14. Prescribed form of accounts must be prepared by the promoter and certified by an independent, responsible person as auditor. They must be submitted to the Principal Officer, Licensing, together with the receipt books, lists and vouchers, if required. (See 13 above).
15. Expenses are monitored and should be kept to a minimum, in order that the maximum proceeds of the collection may be applied directly to the central cause of the appeal.
16. High expense ratios may preclude the granting of future permits and promoters are requested to endeavour to keep expenses below 5%. On a first time collection when boxes need to be purchased this ratio may rise to 10%. Any expense ratio above 10% is sharply questioned and promoters are reminded that extraneous expenses should be financed by donations or central funds. A list of activities is enclosed that may assist in funding additional expenses.
17. Promoters must ensure that the collection is conducted in accordance with the regulations enclosed. Further advice may be obtained by telephoning the Licensing Section on 01226 773555.

## **How to submit your application**

- a) **By E-mail**  
Please send your completed form with electronic versions of any required accompanying documents to [licensing@barnsley.gov.uk](mailto:licensing@barnsley.gov.uk).
- b) **By Post**  
Postal applications may be made by sending a completed form, along with any accompanying documents that are required, to the Licensing Section, Barnsley Metropolitan Borough Council, PO Box 634, Barnsley, S70 9GG.