



## **CITY OF LONDON**

**REGULATIONS made by the Mayor, Aldermen and Commons of the City of London, in Common Council assembled, being the authority under Section 5 of the Police, Factories, &c. (Miscellaneous Provisions) Act, 1916 (6 & 7 Geo. 5, c.31), as amended, with respect to the places where and the conditions under which persons may be permitted in any street or public place within the City of London to collect money for the benefit of charitable or other purposes.**

1. In these Regulations, unless the context otherwise requires:-
  - "Chief Promoter" means a Society, Committee or other body consisting of not less than three persons to which a permit for a street collection has been granted.
  - "Collecting box" means a box or other receptacle for the reception of money from contributors.
  - "Collection" means a collection of money in any street or public place within the City of London Police Area for the benefit of charitable or other purposes, and "collector" shall be construed accordingly.
  - "Commissioner" means the Commissioner of Police for the City of London.
  - "Contributor" means a person who contributes to a collection for the benefit of charitable or other purposes.
  - "Permit" means a permit for a collection.
  - "Promoter" means a person authorised in that behalf by the Chief Promoter, who causes others to act as collectors.
2. These Regulations shall not apply in respect of a collection taken at a meeting in the open air.
3. No collection shall be made unless a permit therefore has been obtained from the Commissioner.
4. (1) Every application for a permit shall be made in writing to the Commissioner in the form set out in Schedule 1 to these Regulations not later than the first day of the month preceding the month in which it is proposed to hold the collection:

Provided that the Commissioner may consider an application made later than that date if he is satisfied that there are special reasons for so doing .

(2) Every application shall be made by a society, committee or other body consisting of not less than three members acting through not less than three members thereof who shall be jointly responsible for the collection.

- (3) Every application shall be referred by the Commissioner to an advisory Committee appointed by him with the approval of the Police Committee of the City of London Corporation and in deciding whether to grant a permit, he may have regard to any recommendation of the Advisory Committee.
5. No collection shall be made except upon the day and between the hours stated in the permit, and no permit of a continuous character shall be granted.
6. The Commissioner may, in granting a permit, limit the collection to such districts, streets or public places or such parts thereof as he thinks fit.
7. (1) No person may assist or take part in any collection unless he is in possession of a written authority signed on behalf of the Chief Promoter.
- (2) Any person authorised under paragraph (1) above shall produce that authority forthwith for inspection on being requested to do so by any constable.
8. No collection shall be made in any part of the carriageway of any street.
- Provided that the Commissioner may, if he thinks fit, allow a collection to take place on such a carriageway where that collection has been authorised to be held in connection with a procession.
9. No collection shall be made in such a manner as to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person.
10. No collector shall importune any person to the annoyance of such person.
11. While collecting:-
- (a) A collector shall remain stationary; and
- (b) A collector or two collectors together shall not be nearer to another collector than 25 metres:
- Provided that the commissioner may, if he thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.
12. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as collector.
- Provided that in the case of a collection which has been authorised to be held in connection with a procession, the Commissioner may, if he thinks fit, authorise the Chief Promoter to permit persons of less than sixteen but not less than fourteen years to act as collectors after receipt of a written assurance by such Chief Promoter that each of such persons will at all times be accompanied by a responsible able-bodied adult.
13. No collector may be accompanied by any animal.
14. (1) Every collector shall carry a collecting box.
- (2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.

- (3) All money received by a collector from contributors shall immediately be placed in a collecting box.
  - (4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.
15. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit or any collecting box which is not duly numbered.
16. (1) Subject to paragraph (2) below a collecting box. Receptacle shall be opened in the presence of a promoter and another responsible person.
- (2) Where a collecting box is delivered unopened to a bank it may be opened by an official of the bank.
- (3) As soon as a collecting box has been opened the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that person.
17. (1) No payment by way of reward shall be made to any collector.
- (2) No payment shall be made out of the proceeds of a collection either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of services connected therewith, except such payments as may have been specified in the form of application for a permit and approved by the Commissioner.
18. (1) Within three months after the date of a collection, the Chief Promoter shall forward to the Commissioner-
- (a) A statement in the form set out in Schedule 2 to these Regulations showing the amount received and the expenses and payments incurred in connection with the collection and certified by two of the persons responsible for the collection referred to in Regulation 4(2) above and by a qualified accountant:
- Provided that if a collection results in a sum of £400 or less being collected, the Commissioner may, if he thinks fit, waive the requirement for certification by a qualified accountant;
- (b) A list showing the names of collectors; and
- © A list of the amounts contained in each collecting box, and shall if required by the Commissioner, satisfy him as to the proper application of the proceeds of the collection.
- (2) The Chief Promoter shall also, within the same period at the expense of the Chief Promoter and after any certification required under paragraph (1)(a) above, publish in such newspaper or newspapers as the Commissioner may direct a statement showing the name of the Chief Promoter, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected, the amount distributed to each charity or fund to benefit, and the amount of the expenses and payments incurred in connection with such collection. Provided that the Commissioner may, if he thinks fit, waive the requirements of this paragraph in respect of a collection which results in the sum of £400 or less being collected.

(3) Not less than seven days after the publication of a newspaper containing the statement required by paragraph (2) above the Chief Promoter shall send a copy of that newspaper to the Commissioner.

(4) For the purposes of this Regulation "a qualified accountant" means a member of one or more of the following bodies:-

The Institute of Chartered Accountants in England and Wales;  
The Institute of Chartered Accountants of Scotland  
The Association of Certified Accountants  
The Institute of Chartered Accountants in Ireland.

19. (1) This Regulation applies to a collection in respect of which the Commissioner has issued a certificate for the purposes of this regulation to the person who appears to him to be principally concerned in promoting the collection and which is made in accordance with the terms of that certificate.
- (2) No certificate shall be issued under paragraph (1) above unless it appears to the Commissioner that the collection is to be made in the period from 1<sup>st</sup> to 24<sup>th</sup> December in any year and in connection with the singing or playing (including the reproduction of recordings) of Christmas carols by two or more persons assembled together.
- (3) In the case of a collection to which this Regulation applies
- (a) Regulations 3, 4, 11(b), 16 and 18 and, in so far as they relate to the numbering of collecting boxes, Regulations 14(2) and 15 shall not have effect; and
- (b) Regulations 5, 6, 7(1), 8, 11 (except paragraph (b)) and 12 shall be construed as if any reference to a permit is an reference to the certificate under paragraph (1) and any reference to the Chief Promoter or a promoter were a reference to the person to whom the certificate is issued, and as if the reference in the proviso to Regulation 12 to a collection which has been authorised to be held in connection with a procession were a reference to any collection.
20. The Regulations made by the Mayor, Aldermen and Commons of the City of London in Common Council assembled on the 2<sup>nd</sup> December, 1926 and confirmed by the Secretary of State in the 22<sup>nd</sup> December, 1926 and the Additional Regulations made by the said Mayor, Aldermen and Commons in Common Council assembled on the 26<sup>th</sup> September, 1963 and confirmed by the Secretary of State on the 14<sup>th</sup> October, 1963 are hereby revoked, without prejudice however, to the validity of anything done thereunder or to any liability incurred in respect of any act or omission before the coming into operation of these Regulations.

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The foregoing Regulations were made by the Mayor, Aldermen and Commons of the City of London, in Common Council assembled, on the 22<sup>nd</sup> day of May 1980.

SAMUEL JONES  
Town Clerk

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**Delegation of functions by the Commissioner of the  
City of London Police to the Markets & Consumer  
Protection Department – Licensing Team**

**CHARITY COLLECTIONS**

The Commissioner for the City of London Police hereby delegates the function as outlined in paragraphs 1 and 2 below to the City Corporation's Licensing Team. The delegation of the functions referred to can be rescinded with immediate effect by the City of London Police or within 28 days by the City Corporation.

1. The Licensing Service will undertake all administrative work involved in the receipt of applications, grant of permits and post collection requirements under the Police, Factories, & c. (Miscellaneous Provisions) Act 1916 and Regulations made thereunder.
2. The administration work referred to above includes decisions concerning:
  - a. the acceptance of late applications;
  - b. the allowance of collections on a carriageway;
  - c. the waving of the requirements regarding collectors remaining stationary and their proximity to each other;
  - d. the authorisation to permit persons under sixteen but not less than fourteen years to act as collectors;
  - e. the issuing of certificates for 'carol singing'.

Decisions made under 2(a-d) shall not be made by any officer below the designation of Licensing Manager.

In exercising its delegated functions the City of London Corporation's Licensing Team will:

3. Before granting a permit consult with the Police Licensing Team as to the fitness of the applicants to carry out a charity street collection.
4. Before granting a permit ensure that the provisions of Regulations made under said Act are met as they relate to the administrative functions referred to in 1 and 2 above.
5. At the beginning of each week (every Monday) issue the Police Licensing Team with a list of all permits granted for the forthcoming week and at the beginning of every December a list of every certificate issued.

6. Immediately refer to the Police any complaint or other intelligence which comes to their notice of;
- a. a street charity collection taking place within the City of London without the required permit/certificate; or
  - b. any other breach of the Regulations concerned with an actual street collection where a permit/certificate has been granted

Date: .....

Signed: .....  
Commissioner of Police

Signed: .....  
Director of Markets and Consumer Protection

**Memorandum Of Understanding Between**  
**Markets & Consumer Protection Department –**  
**Public Protection Service & City Of London Police**

**CHARITY COLLECTIONS PROTOCOL**

The following protocol is made under paragraph 5(l) of the above Memorandum of Understanding.

**A. Street Collections**

1. The Licensing Service will undertake all administrative work involved in the receipt of applications, grant of permits and post collection requirements under the Police, Factories, & c. (Miscellaneous Provisions) Act 1916 and Regulations made thereunder.
2. The administration work referred to above includes decisions concerning:
  - a. the acceptance of late applications;
  - b. the allowance of collections on a carriageway;
  - c. the waving of the requirements regarding collectors remaining stationary and their proximity to each other;
  - d. the authorisation to permit persons under sixteen but not less than fourteen years to act as collectors;
  - e. the issuing of certificates for 'carol singing'.Decisions made under 2(a-d) shall not be made by any officer below the designation of Licensing Manager.
3. Before granting a permit the licensing service will consult with the Police Licensing Team as to the fitness of the applicants to carry out a charity street collection.
4. Before granting a permit the licensing service will ensure that the provisions of Regulations made under said Act are met as they relate to the administrative functions referred to in 1 and 2 above.
5. At the beginning of each week (every Monday) the licensing service will issue the Police Licensing Team with a list of all permits granted for the forthcoming week and at the beginning of every December a list of every certificate issued.
6. The licensing service will immediately refer to the Police any complaint or other intelligence which comes to their notice of;
  - a. a street charity collection taking place within the City of London without the required permit/certificate; or

- b. any other breach of the Regulations concerned with an actual street collection where a permit/certificate has been granted
- 7. The Police Licensing Team will undertake to ensure any breach of the Regulations as described in 6 above which come to their notice through whatever means is investigated with the aim of achieving the following objectives:
  - a. To ensure that all charity collections within the City of London are for a bona fide purpose;
  - b. To educate bona fide charities that are in breach of the Regulations the requirements of the legislation pertaining to street collections and to stop the collection where necessary;
  - c. To take whatever action is deemed necessary against those persons collecting for a non bona fide charity.

#### B. House to House Collections

- 8. The Licensing Service will undertake all administrative work involved in the receipt of applications, grant and revocation of licences and post collection requirements under the House to House Collections Act 1939.
- 9. The administration work referred to above includes decisions concerning:
  - a. the acceptance of late applications;
  - b. the extension of the period within which an account is required to be produced;Decisions made under 8(a and b) shall not be made by any officer below the designation of Licensing Manager.
- 10. Before granting a license the licensing service will consult with the Police Licensing Team as to the fitness of the applicants to carry out a house to house collection.
- 11. Before granting a licence the licensing service will ensure that the provisions of Regulations made under said Act are met as they relate to the administrative functions referred to in 8 and 9 above.
- 12. The Licensing Service will inform the Police Licensing Team whenever a licence is granted. The Licensing Service will also inform the Police Licensing Team when the licence is due to expire.
- 13. The Licensing Service will undertake the administrative work involved in the issue of a certificate granted under s.1(4) of the House to House Collections Act 1939 but only on receipt in writing that the Police Commissioner for the City of London has approved the granting of such a certificate.



14. The licensing service will immediately refer to the Police any complaint or other intelligence which comes to their notice of;
  - a. a house to house collection taking place within the City of London without the required licence/certificate; or
  - b. any other breach of the Regulations concerned with an actual house to house collection where a licence/certificate has been granted
15. The Police will undertake to ensure any breach of the Regulations as described in 14 above which come to their notice through whatever means is investigated with the aim of achieving the following objectives:
  - a. No person is misled into donating money or other goods to a house to house collection thinking they are donating to a bona fide charity when in fact they are not;
  - b. To educate bona fide charities that are in breach of the Regulations the legislative requirements pertaining to 'house to house' collections and to stop the collection where necessary;
  - c. To take whatever action is deemed necessary against those persons collecting for a non bona fide charity but giving the impression that they are such a charity.



# HOUSE TO HOUSE COLLECTIONS, ENGLAND

THE HOUSE TO HOUSE COLLECTIONS REGULATIONS, 1947.\*  
DATED DECEMBER 12, 1947.

1947 No. 2662

In pursuance of the powers conferred upon me by section 4 of the House to House Collections Act, 1939, I hereby make the following regulations:—

1.—(1) These regulations may be cited as the House to House Collections Regulations, 1947, and shall come into operation on the twenty-ninth day of December, 1947.

(2) These regulations shall not extend to Scotland.

2.—(1) In these regulations, unless the context otherwise requires,—

“ the Act ” means the House to House Collections Act, 1939;

“ chief promoter ”, in relation to a collection, means a person to whom a licence has been granted authorising him to promote that collection or in respect of whom an order has been made directing that he shall be exempt from the provisions of subsection (2) of section 1 of the Act as respects that 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;

“ licence ” means a licence granted by a police authority under section 2 of the Act;

“ order ” means an order made by the Secretary of State under section 3 of the Act;

“ prescribed badge ” means a badge in the form set out in the Fourth Schedule to these regulations;

“ prescribed certificate of authority ” means a certificate in the form set out in the Third Schedule to these regulations;

“ receipt book ” means a book of detachable forms of receipt consecutively numbered with counterfoils or duplicates correspondingly numbered;

“ street collection ” means a collection or sale to which regulations made under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act, 1916, apply.

(2) A mark shall for the purposes of these regulations be deemed to have been made on a collecting box if it is made on a wrapper securely gummed to the collecting box.

(3) The Interpretation Act, 1889, applies to the interpretation of these regulations as it applies to the interpretation of an Act of Parliament.

3.—(1) Every certificate granted under subsection (4) of section 1 of the Act shall be in the form set out in the First Schedule to these regulations, and sections 5 and 6 and subsections (4) and (5) of section 8 of the Act shall be set forth on the back of every such certificate.

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\* These Regulations supersede the House to House Collections Provisional Regulations, 1939, dated December 9, 1939.

(2) Where such a certificate is granted as aforesaid, the provisions of these regulations shall not apply, in relation to a collection made for the purpose specified on the certificate, within the locality and within the period so specified, to the person to whom the certificate is granted or to any person authorised by him to act as a collector for the purposes of that collection.

4.—(1) An application for a licence shall be in the form set out in the Second Schedule to these regulations, and shall give the particulars there specified.

(2) An application for a licence or for an order shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection:

Provided that the police authority or, as the case may be, the Secretary of State may grant the application notwithstanding that it was not made within the time required by this paragraph if satisfied that there are special reasons for so doing.

5. Every promoter of a collection shall exercise all due diligence—

(a) to secure that persons authorised to act as collectors for the purposes of the collection are fit and proper persons; and

(b) to secure compliance on the part of persons so authorised with the provisions of these regulations.

6.—(1) No promoter of a collection shall permit any person to act as a collector, unless he has issued or caused to be issued to that person—

(a) a prescribed certificate of authority duly completed (except as regards the signature of the collector) and signed by or on behalf of the chief promoter of the collection;

(b) a prescribed badge, having inserted therein or annexed thereto a general indication of the purpose of the collection; and

(c) if money is to be collected, a collecting box or receipt book marked with a clear indication of the purpose of the collection and a distinguishing number, which indication and number shall, in the case of a receipt book, also be marked on every receipt contained therein in addition to the consecutive number of the receipt.

(2) Every promoter of a collection shall exercise all due diligence to secure—

(a) that no prescribed certificate of authority, prescribed 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 showing in respect of any collecting box or receipt book the distinguishing number thereof; and

(b) that every prescribed certificate of authority, prescribed badge, collecting box or receipt book issued by him or on his behalf is returned when the collection is completed or when for any other reason a collector ceases to act as such.

(3) In the case of a collection in respect of which a licence has been granted—

(a) every prescribed certificate of authority shall be given on a form obtained from His Majesty's Stationery Office, and every prescribed badge shall be so obtained; and

- (b) every prescribed certificate of authority shall be authenticated, and the general indication on every prescribed badge of the purpose of the collection shall be inserted therein or annexed thereto, in a manner approved by the chief officer of police for the area in respect of which the licence was granted.

7. Every collector shall—

- (a) sign his name on the prescribed certificate of authority issued to him and produce it on the demand of any police constable or of any occupant of a house visited by him for the purpose of collection;
- (b) sign his name on the prescribed badge issued to him and wear the badge prominently whenever he is engaged in collecting; and
- (c) keep such certificate and badge in his possession and return them to a promoter of the collection on replacement thereof or when the collection is completed or at any other time on the demand of a promoter of the collection.

8. No person in the metropolitan police district or the City of London under the age of eighteen years, or elsewhere under the age of sixteen years, shall act or be authorised to act as a collector of money.

9. No collector shall importune any person to the annoyance of such person, or remain in, or at the door of, any house if requested to leave by any occupant thereof.

10.—(1) Where a collector is collecting money by means of a collecting box, he shall not receive any contribution save by permitting the person from whom it is received to place it in a collecting box issued to him by a promoter of the collection.

(2) Where a collector is collecting money by other means than a collecting box, he shall, upon receiving a contribution from any person, forthwith and in the presence of such person enter on a form of receipt in a receipt book issued to him by a promoter of the collection and on the corresponding counterfoil or duplicate the date, the name of the contributor and the amount contributed, and shall sign the form of receipt, the entries and signature being in ink or indelible pencil, and shall hand the form of receipt to the person from whom he received the contribution.

11. Every collector, to whom a collecting box or receipt book has been issued, shall—

- (a) when the collecting box is full or the receipt book is exhausted, or
- (b) upon the demand of a promoter of the collection, or
- (c) when he does not desire to act as a collector, or
- (d) upon the completion of the collection,

return to a promoter of the collection that collecting box with the seal unbroken or that receipt book with a sum equal to the total amount of the contributions (if any) entered therein.

12.—(1) Subject as provided in paragraph (2) of this regulation, a collecting box when returned shall be examined by, and, if it contains money, be opened in the presence of, a promoter of the collection and another responsible person.

(2) Where a collecting box is delivered unopened to a bank, it may be examined and opened by an official of the bank in the absence of a promoter of the collection.

(3) As soon as a collecting box has been opened, the contents shall be counted and the amount shall be entered with the distinguishing number of the collecting box on a list, which shall be certified by the persons making the examination.

(4) Every receipt book when returned and all sums received therewith shall be examined by a promoter of the collection and another responsible person, and the amount of the contributions entered in the receipt book shall be checked with the money and entered with the distinguishing number of the receipt book on a list, which shall be certified by the persons making the examination.

13.—(1) Where the promoter of a collection to whom an order has been granted informs the Secretary of State that he desires to promote an envelope collection, and the Secretary of State is of opinion that the collection is for a charitable purpose of major importance and is suitably administered, the Secretary of State may, if he thinks fit, give permission for the promotion of an envelope collection.

(2) Where an envelope collection is made in accordance with this regulation—

(a) every envelope used shall have a gummed flap by means of which it can be securely closed;

(b) no collector shall receive a contribution except in an envelope which has been so closed; and

(c) these regulations shall have effect subject to the following modifications:—

(i) sub-paragraph (c) of paragraph (1) of regulation 6 shall not apply;

(ii) regulation 10 shall not apply;

(iii) regulations 11 and 12 shall have effect as if each envelope in which a contribution is received were a collecting box;

(iv) in regulation 11 for the words "with the seal unbroken" there shall be substituted the word "unopened";

(v) in paragraph (3) of regulation 12 for the words "As soon as a collecting box has been opened" there shall be substituted the words "As soon as the envelope has been opened" and the words "with the distinguishing number of the collecting box" shall be omitted.

(3) In this regulation "envelope collection" means a collection made by persons going from house to house leaving envelopes in which money may be placed and which are subsequently called for.

14.—(1) The chief promoter of a collection in respect of which a licence has been granted shall furnish an account of the collection to the police authority by which the licence was granted within one month of the expiry of the licence:

Provided that if licences are granted to the same person for collections to be made for the same purpose in more than one police area, a combined account of the collections made in all or any of those police areas may, by agreement between the chief promoter and the respective police authorities, be made only to such of the respective police authorities as may be so agreed.



(2) The chief promoter of a collection in respect of which an order has been made shall furnish an account annually to the Secretary of State so long as the order remains in force, and if the order is revoked a final account shall be furnished within three months of the date of the revocation of the order.

(3) The police authority or the Secretary of State may extend the period within which an account is required to be furnished to the authority or to him, as the case may be, if satisfied that there are special reasons for so doing.

(4) The chief promoter of a collection which is made in connection in whole or in part with a street collection of which an account is required to be furnished to a police authority by regulations made under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act, 1916, may, if the said police authority agrees, combine the accounts of the house to house collection, in so far as it is made in connection with the street collection, with the accounts of the street collection, and the amount so included in the combined account shall not be required to form part of the account required to be furnished under paragraph (1) or, as the case may be, paragraph (2) of this regulation, so, however, that in the case of an account furnished under the said paragraph (2) the account shall show, in addition to an account in respect of moneys received from house to house collections not made in connection with a street collection, a statement showing the total proceeds of all combined collections, the total expenses and the balance applied to charitable purposes.

15. The account required by the preceding regulation—

(a) where money has been collected, shall be furnished in the form set out in the Fifth Schedule to these regulations and, where property has been collected and sold, shall be furnished in the form set out in the Sixth Schedule to these regulations, and in either case shall be certified by the chief promoter of the collection and by an independent responsible person as auditor; and

(b) where property (other than money) has been collected and given away or used, shall be furnished in the form set out in the Seventh Schedule to these regulations and shall be certified by the chief promoter and by every person responsible for the disposal of the property collected.

16.—(1) Every account furnished under paragraph (a) of regulation 15 of these regulations shall be accompanied by vouchers for each item of the expenses and application of the proceeds and, in the case of a collection of money, by every receipt book used for the purposes of the collection and by the list referred to in paragraph (2) of regulation 6 of these regulations and the list referred to in regulation 12 of these regulations.

(2) Paragraph (1) of this regulation shall not apply to an account certified by an auditor who is a member of an association or society of accountants incorporated at the date of these regulations or is on other grounds accepted as competent by the authority to which the account is submitted, but where in such a case the vouchers, receipt books and lists mentioned in the said paragraph (1) are not submitted with an account, the chief promoter shall ensure that they are available for three months after the account is submitted and shall, if the authority to which the account was submitted so requires at any time within that period, submit them to that authority.

17. The chief promoter of a collection shall exercise all due diligence to secure that all forms of prescribed certificates of authority and prescribed badges obtained by him for the purposes of the collection are destroyed when no longer required in connection with that collection or in connection with a further collection which he has been authorised to promote for the same purpose. Disposal of disused certificates of authority, etc.

*J. Chuter Ede,*

One of His Majesty's Principal  
Secretaries of State.

Home Office,  
Whitehall.

12th December, 1947.

### FIRST SCHEDULE

#### FORM OF CERTIFICATE OF EXEMPTION OF A LOCAL COLLECTION OF A TRANSITORY NATURE

In pursuance of section 1 (4) of the House to House Collections Act, 1939, I hereby certify that I am satisfied that the collection, of which particulars are given below, is for a charitable purpose which is local in character, and is likely to be completed within a short period of time.

Accordingly the provisions of that Act (other than those set forth over-leaf\*) will not apply, in relation to a collection made for the purpose and within the locality and period indicated below, to the promoter(s) named below or to any person authorised by him them to act as a collector for the purposes of the collection.

(Signed).....

#### PARTICULARS OF COLLECTION

Name(s) of promoter(s).

Purpose of collection.

Locality to which collection is to be confined.

Date of commencement of collection.

Date beyond which collection must not continue.

\* Sections 5, 6, 8 (4) and 8 (5) of the Act are to be set forth on the back of the certificate.

### SECOND SCHEDULE

#### FORM OF APPLICATION FOR LICENCE

To the Police Authority for (*here insert name of police area*).

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. Surname of applicant (*in block letters*).  
Other names.
2. Address of applicant.
3. Particulars of charitable purposes to which proceeds of collection are to be applied. (Full particulars should be given and, where possible, the most recent account of any charity which 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 what 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.

THIRD SCHEDULE  
FORM OF PRESCRIBED CERTIFICATE OF AUTHORITY

HOUSE TO HOUSE COLLECTIONS ACT

COLLECTOR'S CERTIFICATE OF AUTHORITY

*(Here insert name of collector in block letters)*

of *(here insert address of collector)*

is hereby authorised to collect for

*(here insert the purpose of the collection)*

in *(here insert the area within which the collector is authorised to collect, being an area within which the collection has been authorised)*

\*during the period *(here insert the period during which the collector is authorised to collect, being a period during which the collection has been authorised)*

Signature of collector—

Signed—

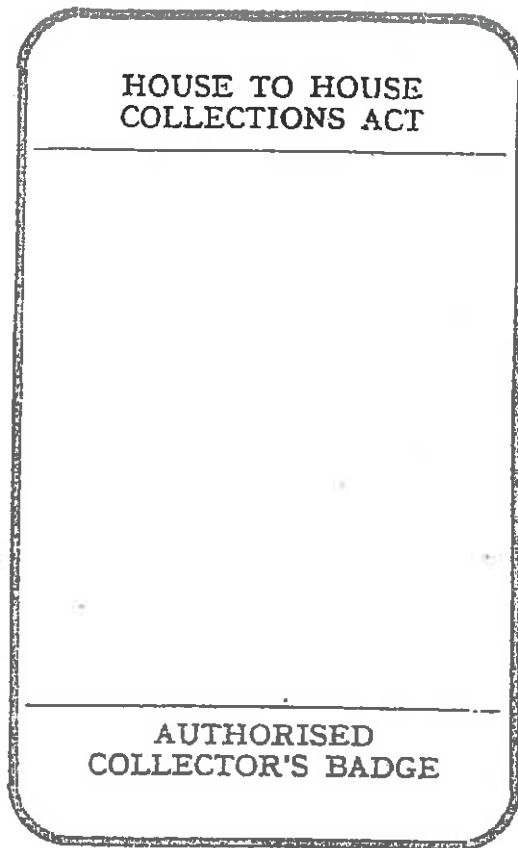
\* This entry may be omitted in the case of a collection in respect of which an order has been made.

Regulation 7 is to be set forth on the back of the certificate.

# FOURTH SCHEDULE

## FORM OF PRESCRIBED BADGE

*Front*



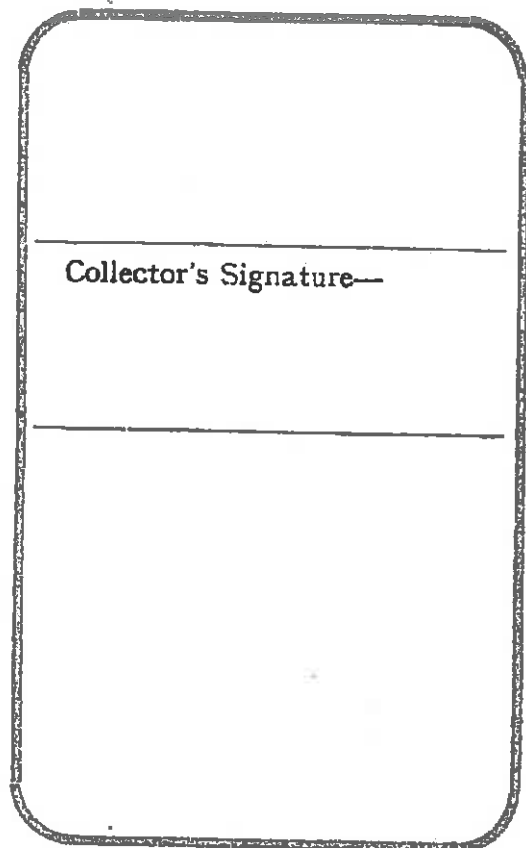
HOUSE TO HOUSE  
COLLECTIONS ACT

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AUTHORISED  
COLLECTOR'S BADGE

$2\frac{3}{8}$ "

*Back*



Collector's Signature—

---

$2\frac{3}{8}$ "

$3\frac{1}{2}$ "

## FIFTH SCHEDULE

### FORM OF ACCOUNT OF EXPENSES, PROCEEDS AND APPLICATION OF PROCEEDS OF COLLECTION OF MONEY

(a) Surname of chief promoter (in block letters).

(b) Other names (in block letters).

Address of chief promoter.

Purpose of collection.

Area to which account relates.

Period to which account relates.

All amounts to be entered *gross*.

PROCEEDS OF COLLECTION		EXPENSES AND APPLICATION OF PROCEEDS	
	£ s. d.		£ s. d.
From collectors, as in lists of collectors and amounts attached hereto.		Printing and stationery	
Bank Interest ... ..		Postage ... ..	
Other items (if any) :—		Advertising ... ..	
.....		Collecting boxes... ..	
.....		Other items (if any) :—	
.....		.....	
		.....	
		Disposal of Balance	
		(insert particulars) :—	
		.....	
		.....	
		.....	
Total ... ..		Total ... ..	

#### CERTIFICATE OF CHIEF PROMOTER.

I certify that to the best of my knowledge and belief the above is a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.

Date.....

(Signed).....

#### CERTIFICATE OF AUDITOR.

I certify that I have obtained all the information and explanations required by me as auditor and that the above is in my opinion a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.

Date.....

(Signed).....

Qualifications.....

# SIXTH SCHEDULE

FORM OF ACCOUNT OF EXPENSES, PROCEEDS AND APPLICATION OF PROCEEDS OF  
COLLECTION OF PROPERTY SOLD OR COLLECTED FOR SALE.

(a) Surname of chief promoter (*in block letters*).

(b) Other names (*in block letters*).

Address of chief promoter.

Purpose of collection.

Area to which account relates.

Period to which account relates.

## CASH ACCOUNT

All amounts to be entered *gross*.

MONETARY RECEIPTS		EXPENSES AND APPLICATION OF MONETARY RECEIPTS		
	£ s. d.		£ s. d.	£ s. d.
Amount obtained during period of account by sales of property col- lected.		Items of expense incurred during period of ac- count, <i>other than</i> ex- penses incurred for the purpose of converting property collected into cash, viz. :—		
Bank Interest ...		.....		
Other items (if any) :—		.....		
.....		.....		
.....		.....		
.....		.....		
		Items of expense incurred during period of ac- count for the purpose of converting property collected into cash, viz. :—		£
		.....		
		.....		
		.....		
		.....		
		Disposal of Balance (in- sert particulars) :—		£
		.....		
		.....		
		.....		£
Total ...		Total ...		

### VALUATION OF PROPERTY COLLECTED.

Estimated value of property collected during period of  
account ... ..

If the estimated value is not equal to the difference between the " amount obtained by sales of property collected " and the total of the " items of expense incurred during period of account for the purpose of converting property collected into cash ", as stated in the cash account, an explanation should be given.

### CERTIFICATE OF CHIEF PROMOTER.

I certify that to the best of my knowledge and belief the above is a true account of the expenses and the value and application of the proceeds of the collection to which it relates, and that none of the property to which it relates has been disposed of otherwise than by sale, unless found useless and destroyed or otherwise disposed of as rubbish.

Date..... (Signed).....

### CERTIFICATE OF AUDITOR.

I certify that I have obtained all the information and explanations required by me as auditor and that the above is in my opinion a true account of the monetary receipts and expenses and application of the monetary receipts of the collection to which it relates.

Date..... (Signed).....

### SEVENTH SCHEDULE

FORM OF ACCOUNT OF COLLECTION OF PROPERTY (OTHER THAN MONEY) GIVEN  
AWAY, USED OR COLLECTED FOR GIVING AWAY

(a) Surname of chief promoter (*in block letters*).

(b) Other names (*in block letters*).

Address of chief promoter.

Purpose of collection.

Area to which account relates.

Period to which account relates.

I certify that to the best of my knowledge and belief all property collected in the collection of which particulars are given above (unless found useless and destroyed or otherwise disposed of as rubbish) has been given away or used for charitable purposes as follows:—

(*Here insert particulars of disposal of property collected.*)

(Signed) ..... Chief promoter.

.....  
.....  
.....

Date .....

I further certify that the above certificate has been signed by every person responsible for the disposal of the property collected.

Date..... (Signed).....  
Chief promoter.



## PUBLIC CHARITABLE STREET COLLECTION APPLICATION POLICE, FACTORIES & c(MISCELLANEOUS PROVISIONS)ACT 1916s5

Please complete in black ink and block capitals (except for signatures). **NB: Full details of three individuals jointly responsible for the collection must accompany this application. Section 11 overleaf must be completed. Permits are issued for Tuesdays or Fridays**

<b>1. Name and Address of Society, Committee or Body</b> <i>(To which permit may be forwarded)</i>	<b>Tel No:</b> <b>Email Address:</b>
<b>2. a) Name &amp; Address of Charity or Fund to benefit:</b>  <b>b) Name of Secretary or chief executive officer:</b>	
<b>3. Objects of the Charity or Fund:</b> <i>(If first time collection within the City of London the last audited annual statement of accounts and literature concerning the aims and objectives of the organisation must be provided in support of this application together with the last accounts of a similar collection if held in another area).</i>	<b>Registered Charity No:</b>
<b>4. a) Proposed date of collection:</b>  <b>b) Is it proposed that the collection be held in connection with a procession and for one or more of the special permissions referred to in the provisos to Regulations 8, 11 &amp; 12</b>	
<b>5. Proposed location of collection:</b> <i>(Specify area or whole of City of London)</i>	
<b>6. State other authorities to which you have previously made application to collect for the same purpose</b>	
<b>7. a) Method of proposed collection:</b>  <b>b) Number of collectors:</b>	
<b>8. Payments (if any) to be made to persons connected with the promotion or conduct of the collection including the Name &amp; Address of each recipient and the amount to be paid in each case from the proceeds.</b> <i>(NB Such payments are normally prohibited. See Regulations 17(1) &amp; (2). These expenses are generally funded by donations or central funds).</i>	
<b>9. a) Distribution of proceeds to charity or fund:</b>  <b>b) Estimated deduction of expenses:</b> <i>(See Notes of Guidance regarding expenses)</i>	
<b>10. Have any of the applicants or anyone associated with the promotion of the collection been refused or had a licence or permit revoked?</b>	<b>Yes/No</b> <i>(Delete as appropriate)</i>  If Yes, please supply full details on a separate sheet.

Applicants not directly in the employ of the benefiting charity or fund must provide an authorisation letter from the relevant organisation giving them permission to promote a street collection on their behalf within the City of London on the date nominated.

NB: Please complete section 11 overleaf and return completed application form and supporting documents to: **City of London Corporation, Licensing, PO Box 270, Guildhall, London EC2P 2EJ SDA** not later than the first day of the month preceding that in which it is proposed to commence the collection.

## CHIEF PROMOTER DETAILS

**This section must be completed by the three individuals jointly responsible for the collection**

**1st APPLICANT**

Give your permanent address in the United Kingdom

Mr/Mrs/Miss/Ms or Title:		Home Address	
Surname:			
First Names:			
Maiden/Former Names:		Post Town	Post Code
Male/Female:	Height	Daytime Tel. No:	
Date of Birth:		Email address:	
		I declare that I have checked the details I have given and to the best of my knowledge they are correct. I have also read the Regulations concerning public charitable collections and I am entitled to the permit for which I apply.	
Town of Birth:			
Country of Birth:		Sign Here	Date
<b>CONVICTIONS</b>		Only complete this section if applicable and in accordance with the Rehabilitation of Offenders Act 1974. Use a separate sheet if necessary	
Date of Conviction	Court	Offence	Sentence or fine

**2nd APPLICANT**

Give your permanent address in the United Kingdom

Mr/Mrs/Miss/Ms or Title:		Home Address	
Surname:			
First Names:			
Maiden/Former Names:		Post Town	Post Code
Male/Female:	Height	Daytime Tel. No:	
Date of Birth:		I declare that I have checked the details I have given and to the best of my knowledge they are correct. I have also read the Regulations concerning public charitable collections and I am entitled to the permit for which I apply.	
Town of Birth:			
Country of Birth:		Sign Here	Date
<b>CONVICTIONS</b>		Only complete this section if applicable and in accordance with the Rehabilitation of Offenders Act 1974. Use a separate sheet if necessary	
Date of Conviction	Court	Offence	Sentence or fine

**3rd APPLICANT**

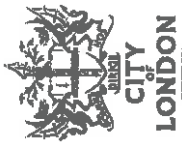
Give your permanent address in the United Kingdom

Mr/Mrs/Miss/Ms or Title:		Home Address	
Surname:			
First Names:			
Maiden/Former Names:		Post Town	Post Code
Male/Female:	Height	Daytime Tel. No:	
Date of Birth:		I declare that I have checked the details I have given and to the best of my knowledge they are correct. I have also read the Regulations concerning public charitable collections and I am entitled to the permit for which I apply.	
Town of Birth:			
Country of Birth:		Sign Here	Date
<b>CONVICTIONS</b>		Only complete this section if applicable and in accordance with the Rehabilitation of Offenders Act 1974. Use a separate sheet if necessary	
Date of Conviction	Court	Offence	Sentence or fine

The Local Authority is empowered to refuse to grant or to revoke a licence for specified offences. The information supplied is subject to the provisions of the Data Protection Act 1984 and may only be used in connection with this public charitable collection application.

**Declaration: Persons giving false information to obtain a permit can be prosecuted.**





## PUBLIC CHARITABLE STREET COLLECTION ACCOUNTS SCHEDULE 2 FORM OF STATEMENT

Name & Address of Society, Committee or Body to whom the permit for the collection was granted (Chief Promoter): \_\_\_\_\_

Name of Charity/Fund to benefit: \_\_\_\_\_

Date of Collection: \_\_\_\_\_

Show NIL entries Proceeds of collection	Amount	Total	Show NIL entries Expenses and application of proceeds	Amount	Total
From collecting boxes			Printing & Stationary		
			Postage		
Interest on proceeds			Advertising		
			Collecting boxes		
			Badges or other emblems		
Other items (specify items separately)			Other items (Specify items separately)		
			Payments referred to in reg. 17(2)		
			Disposal of balance (insert particulars)		
<b>Total</b>	<b>£</b>	<b>£</b>	<b>Total</b>	<b>£</b>	<b>£</b>

(If the expenses of the collection were defrayed otherwise than from the proceeds of the collection - either wholly or in part - the particulars of the amount should be inserted on both sides of the Account, i.e. in the "Proceeds" column and as an item of "Expenses").

**Certificate of two of the persons who applied for the permit:** We certify that to the best of our knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Signature Chief Promoter (1): \_\_\_\_\_

Chief Promoter (2): \_\_\_\_\_

Date: \_\_\_\_\_

**Certificate of Accountant (or other responsible person referred to in regulation 18(1)(a):**

I certify that I have obtained all the information and explanations required by me and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection.

Accountant Signature: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

(In block capitals)



No..... of.....

Collection date:

**I certify to the best of my knowledge and belief the under mentioned is a true account of monies deposited in each box**

Promoter Signature: .....  
Tel No: .....

Witness Signature: ..... Date: .....

Collectors Name	Address & Postcode	Tel No.	Badge No.	Location	Box No.	Box Totals	
						£	p
Totals							



## CHRISTMAS CAROLS PUBLIC CHARITABLE COLLECTION APPLICATION POLICE, FACTORIES &c (MISCELLANEOUS PROVISIONS) ACT 1916 s 5

The Local Authority is empowered to refuse to grant or to revoke a Certificate for specified offences. The information supplied is subject to the provisions of the Data Protection Act 1984 and may only be used in connection with this public charitable collection application.

**Declaration: Persons giving false information to obtain a certificate can be prosecuted.**

This section should be completed by the Chief Promoter in black ink and block capitals (except for signature)

### 1. APPLICANT

Mr/Mrs/Miss/Ms or Title:	UK Home Address:
Surname:	
First Names:	
Maiden/Former Names:	Post Town: Post Code:
Male/Female: Height	Email address:
Date of Birth:	Daytime Tel. No:
Town of Birth:	<i>I declare that I have checked the details I have given and to the best of my knowledge they are correct. I have also read the Regulations concerning public charitable collections and I am entitled to the Certificate for which I apply.</i>
Country of Birth:	

### CONVICTIONS

Sign Here

Date

Date of Conviction

Only complete this section if applicable and in accordance with the Rehabilitation of Offenders Act 1974. Use a separate sheet if necessary

	Court	Offence	Sentence or Fine
<b>2. a) Name &amp; Address of Charity or Fund to benefit:</b>  <b>b) Name of Secretary or chief executive officer:</b>  <b>c) Estimated deduction of expenses:</b>			

### 3. Objects of the Charity or Fund:

*(If first time collection within the City of London the last audited annual statement of accounts and literature concerning the aims and objectives of the organisation must be provided in support of this application together with the last accounts of a similar collection if held in another area)*

### 4. a) Proposed date of collection:

b) Proposed time of collection:

c) Proposed location of collection:

Registered Charity No:

### 5. a) Total number of participants:

b) Number of collectors:

### 6. Specify whether:

Carol Singing only/Carol Playing/Taped Music

### 7. SPECIFY:

a) No persons under 16 years acting as collectors

b) Number of persons 14 to 16 years acting as collectors and confirm each will be accompanied by an able bodied adult

**Applicants not directly in the employ of the benefiting charity/fund must provide an authorisation letter from the relevant organisation giving them permission to promote a carol collection on their behalf within the City of London on the date nominated.**

**NB: Please return completed application form and supporting documents to: City of London Corporation, Licensing, P O Box 270, Guildhall, London, EC2P 2EJ not later than the first day of the month preceding that in which it is proposed to commence the collection.**

