

# CRAWLEY BOROUGH COUNCIL

## Licensing Section

### HOUSE TO HOUSE COLLECTIONS ACT 1939

#### APPLICATION FOR PERMIT

To the Head of Environmental Services of the Borough of Crawley, Town Hall, Crawley

IN PURSUANCE of Section 2 of the House Collections Act 1939 I hereby apply for a permit authorising me to promote the collection of which particulars are given below.

Signed: .....

Date: .....

#### PARTICULARS OF COLLECTION

1.	Name of Applicant (block letters)	
2.	Address of Applicant (block letters)	
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 Borough 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?	
8.	Approximately how many persons is it proposed to authorise as collectors?	

9.	<p>Is it proposed that remuneration should be paid out of the proceeds of the collection:-</p> <p>(a) to collectors (b) to other persons?</p> <p>If so, at what rates and to what classes of persons?</p>	
10	<p>What percentage of the total proceeds will be given to the charity or cause?</p>	
11.	<p>Is application being made for licences for collections for the same purpose in other areas? If so, to what authorities, and approximately, how many persons in all is it proposed to authorise to act as collectors.</p>	
12.	<p>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.</p>	
13.	<p>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?</p>	
14.	<p>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.</p>	

When you have completed this application form, please return it to;

**Licensing  
Environment and Housing Directorate  
Crawley Borough Council  
Town Hall  
The Boulevard  
CRAWLEY  
West Sussex            RH10 1UZ**

If you require further information or guidance please contact a member of the Licensing Staff on **(01293) 438207** or alternatively E-mail **licensing@crawley.gov.uk**