1. Introduction

This guidance is for individuals who are promoting, or intend to promote, a House to House Collection within the Borough of Erewash for a charitable purpose in accordance with the House to House Collections Act 1939 and associated regulations.

(1) What we mean by “collection”

“Collection” means an appeal to the general public made by means of visits from authorised agents to house to house, or to any business premises, to give, whether for consideration or not, money or other articles.

(2) What we mean by “consideration”

“Consideration” is the legal concept of value and refers to anything of value in the common sense of the word. It can take the form of money, articles or services, promised or otherwise.

(3) What we mean by “Charitable Purpose”

“Charitable purpose” means any charitable, benevolent or philanthropic purpose, whether or not the purpose is charitable within the meaning of any rule of law.

2. Making an application

For all applications for a House to House Collection licence, the following documents must be submitted. Unless otherwise stated, all documents must be original, as photocopies will not be accepted.

As we administer a large range and volume of licences and other authorisations, all applications for House to House Collections licences must be made in good time and normally at least 28 days in advance of the start date of the proposed collection.

Please note that those applications that do not meet the requested criteria may be deemed invalid and/or rejected.
(1) Application Form

Applications must be made in writing on the correct form prescribed by Erewash Borough Council, which includes the information the Council requires to process the application.

(2) Area and date(s) of proposed collections

The application form requires you to specify the area and/or location in which the proposed collection is to take place, together with the date(s) and times on or between which the proposed collection is to take place.

(3) Letter of Authorisation

The Council requires that all applications for house to house collections be accompanied by a written letter of authorization or similar if collecting on behalf of a Charity or Society. This letter must state that permission has been given to collect on behalf of the Charity/Society.

(4) Other Information

The application form requires a declaration of the amount (as a cash value) that will (likely) be incurred as expenses as a result of the proposed collection, or otherwise be deducted for whatever reason. This amount is inclusive of the total amount likely to be paid by way of remuneration to those involved in the collection and any other similar expenses.

3. Fees and Charges

There are no fees and charges to be paid in respect of this service.

4. When and where can I hold a collection?

We recognise that house to house collections are a relatively simple, cost effective and a popular way of fundraising by both charities and supporters wishing to raise funds on their behalf. In seeking to raise what are often much needed funds, we also recognise that charities are understandably keen to maximise collection opportunities. Sometimes this can cause problems as collectors wish to maximise the frequency and duration of house to house collections. As a result the Council receives many applications for licences on behalf of many charitable and benevolent causes each calendar year, often for the same dates, especially for key dates like Christmas.

So as to promote fairness and equality of opportunity to all charitable causes we will normally seek to apply the following limits and general criteria when allocating dates:-
With the exception of seasonal periods such as Christmas there is a limit on how many collections can be made within the individual zones.

(1) **House to House collections may be held daily between the hours of 9am and 5pm unless otherwise requested**

(2) **No more than two collections may be authorised in the same zone on the same day**

(3) **The charitable organization can only collect in any one zone at any time.**

(4) **The zones being Ilkeston, Long Eaton and the rural parishes.**

(5) **An organisation may make a case for special consideration such as :**
   - It wishes to hold more than one collection on any one day (s) in more than one zone.
   - It is neither a registered or local charity.
   - It has not given the required notification period.

5. **Multiple collections**

While recognising the good work of individual charities we also recognise that multiple collections undertaken in the same area at the same time can sometimes cause problems. Local residents, shoppers and businesses may become annoyed if asked to donate within a small area or distance. Multiple collections at the same time and place may also lead to a reduction in the proceeds collected by any one organization on their allocated collection day, and this can sometimes mean that the collections become financially unviable.

Given these potential problems we will normally seek to avoid the authorisation of multiple collections in the same defined zone on the same day. Exceptions may be made at the Council’s discretion and may, for example, include urgent emergency charitable appeals (e.g. Asian tsunami appeal). Where exception is made we will seek to notify other affected authorised collections in the same zones.

6. **Booking of dates**

To avoid disappointment and to help the planning of a house to house collection we would encourage applicants to enquire if their preferred collection date(s) are available in advance of making an application for their house to house collection licence.
**N.B.** Dates are only available on a ‘first-come, first served’ basis. The licensing section may book provisional dates after discussion with an applicant prior to receiving a full application, on the understanding that these dates will only be confirmed on receipt of the house to house collection application itself. Should any application with ‘provisionally booked’ dates be submitted after receipt of any other application requesting one or more of the same date(s), the application that was submitted first shall take order of preference.

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**7. What happens next?**

If there are any minor problems with the application, either regarding potential clashes of dates of collection or some of the requested documentation being incomplete, someone from the licensing department will contact you to discuss the matter. Where there appears to be serious errors with the application then it may be refused.

If the application is refused we will inform you in writing of the refusal, detailing the reason(s) for the refusal. This letter will also detail any rights of appeal you may have (if any), what you need to do to appeal the decision, and the timeframe in which you should make the appeal.

The licence, if granted, will be sent out by post before the event. We aim to process applications for house to house collections within five working days. However, because we deal with a large number and variety of applications, permits and other authorizations, it may take us a little longer dependent on current workload.

There are certain regulations attached to the issue of a house to house collection licence and you will receive a copy of these regulations when you are issued your licence. **Please ensure you read and adhere to the regulations attached to the licence.**

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**8. After the Collection**

Once the collection has been undertaken the promoter must complete a statement of accounts by way of the returns form prescribed by Erewash Borough Council. This form needs to detail the amount received, and the expenses and payments incurred in connection with the collection. This form of statement needs to be certified by the named holder of the licence and countersigned by a Qualified Accountant. This **must** be returned to the licensing authority within one calendar month of the collection.

**N.B. Failure to submit a form of statement may affect any future application for a house to house collection licence from Erewash Borough Council.**

By law the promoter must also arrange for a public notice to appear in a local newspaper giving details of the proceeds and distribution of the collection.
9. Useful Contacts

Institute of Fundraising

This Institute offers support to all fundraisers and has formulated codes of conduct and codes of fundraising practice.

Institute of Fundraising
Park Lane
12 Lawn Lane
London
SW8 1UD
Telephone: 020 7840 1000

http://www.institute-of-fundraising.org.uk

Charity Commission

The Charity Commission is the independent regulator for charitable activities

Charity Commission Direct
PO Box 1227
Liverpool
L69 3UG
Telephone: 0845 3000 218

http://www.charity-commission.gov.uk/