

HOUSE TO HOUSE COLLECTIONS ACT, 1939

Instructions to Licence Holders

1. The duties or organisers of house to house collections are onerous and must be strictly observed. They are contained in the Act itself and in the House to House Collections Regulations 1947 as amended by similar regulations in 1963 which can be obtained from H M Stationary Officer direct, or through a bookseller.
2. Those persons concerned in collection of a national character are advised to consider Section 3 of the Act, with a view to obtaining from the Home Secretary exemption from its provisions.
3. The Act provides severe penalties for any breach of the Act or Regulations, or for using unauthorised badges, and any Police Constable may call on a Collector to give his name and address and sign his name.

The Act only applies to appeals to the public made by means of visits from house to house for the purpose of collecting money or other property, whether in return for any consideration or not.

4. The Regulations provide in great detail for the duties of promoters and collectors.
5. In the case of certificates authorising temporary and local collections, only some provisions of the Act apply.
6. Applications for licences must be made not later than the first day of the month preceding that in which it is proposed to commence collection.
7. The promoter is responsible for securing fit and proper persons to collect and to ensure their compliance with the regulations.
8. The collector must be supplied with a certificate of authority and a badge and, if the collection is for money, a collecting box or property receipt book.

Certificates of authority and badges can only be obtained from The Stationery Office, 85 Buckingham Gate, London, SW1E 6DD on production of the certificate which accompanies the licence.

9. No one under 16 years of age may act as Collector.
10. The responsibility of the promoter with regard to the conduct of collectors is set out in paragraph 10-13 of the Regulations, which should be carefully read.

11. The promoter must furnish an account to the Local Authority within one month of the date of the expiration of the licence. In the case of cash collections, the form herewith must be used, but if property is collected for sale or for giving away, there are special forms of account set out in Regulations.
12. If the collection extends over more than one Local Authority area, the promoter should inform each Local Authority and ask them to arrange for the receipt of a combined account for the two or more areas involved.
13. Accounts must be accompanied by vouchers etc., and audited as required by the Regulations.
14. The promoter is responsible for seeing that the certificates and badges of authority are destroyed when no longer required for the purpose for which the licence was issued.