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APPENDIX 1

Neighbourhood and Adult Services

Application for a House to House Collections Permit

House to House Collections Act 1939

House to House Collections Regulations 1947 (as amended)

For office use only	
Date	
Fee	Free of Charge
Permit number	

Use this form to apply for a house to house promoters collection permit. The licence will allow you to authorise collectors to collect from door to door for charitable purposes only. No collection for a charitable purpose may be made in the locality unless the applicant is an appropriately licensed promoter by this authority, or holds an exemption granted by the Secretary of State from obtaining a licence from this authority.

The attention of applicants for licences under the House to House Collections Act 1939 is drawn to Paragraph 4 of the House to House Collections Regulations 1947 (as amended) made by the Secretary of State on the 12 December 1947. This paragraph provides that ordinarily an application for licence shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection.

Data Protection Act, 1998

I understand that RMBC is required to use information provided by me to carry out cross system and cross authority comparisons for the prevention and detection of fraud or crime. I understand that information I have provided may be used in this way or for connected purposes, and that this information may also be shared with certain third parties who administer or protect public funds. We may use the information you have provided in this form to carry out checks to prevent and detect fraud or crime. We may also use the information share the inf in this way or for connected purposes, and we may also share the information with certain other people or organisations who manage handle or protect public funds. By signing this application, you are agreeing to us using your information in this way.

Please answer all the questions on this form in BLOCK CAPITALS and in ink. Enter NONE or N/A as appropriate in all boxes you do not enter information in.

Applicants (Promoter) personal details

1. Your Title (Mr, Mrs, Miss, etc): Date of Birth:

Surname: First names:

Address:

 Post code:

Daytime phone number: Mobile phone number:

E-mail address:

Details of Business or Organisation Responsible for the Collection

2. Name of Business/Organisation conducting collection:

CHILD AND TEENAGE CANCER AND LEUKAEMIA
FOUNDATION

Office address of the

LONSTO HOUSE, PRINCES LANE

Business/Organisation:

LONDON

Post code

N10 3LU

Contact phone
number:

02084448859

Mobile phone
number:

E-mail address:

info@ctclf.org

2. a. Are you an employee of this Business/Organisation

YES

No

If YES, please state your position within the Business/Organisation:

TRUSTEE

***If NO, you must supply a letter, with this application form, from the Society/Organisation to benefit from the collection and which is authorising you to organise collections on the society's behalf.**

Licensing history

3. Have you, or the business ever held a house to house collection licence before?

Yes

No

If 'Yes', who issued it?

Ryedale district council

What date was it granted?

15 / 12 / 16

What licence number was it?

18/17

3.a. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order **with this local authority**, refused, or revoked before?

Yes

No

3.b. Have you, or to your knowledge anyone associated with this collection, ever had a house to house licence or order, **with any other authority** refused, or revoked before?

Yes

No

If Yes, where was it held, when was it refused, or revoked and why was it revoked?

Please use an extra sheet if required.

Collection Details

4. Name of Society/Charity/Fund to benefit from the proceeds of this collection:

CHILD AND TEENAGE CANCER AND LEUKAEMIA FOUNDATION (CTCLF)

Address of the

Lonsto House, Princes Lane

Society/Charity/Fund

London

Post code

N10 3LU

E-mail address:

info@ctclf.org

Contact phone number:

02084448859

4.a. Objective/aims of the Society/Charity/Fund to benefit from the proceeds of this collection.
Please attach recent literature, & accounts etc.

To support research into the causes, symptoms, distribution, pathology and treatment of cancers in children and young people. To promote and fund practical application of this research. To advance the education of parents carers and others in the causes, symptoms and treatment of cancers in children and young people

4.b. Is the Society/Charity/Fund a registered charity

Yes

No

Registered Charity
Number

1156384

4.c. Over what parts of the licensing area is it proposed that collections will be made?

THE WHOLE AREA OF ROTHERHAM METROPOLITAN BOROUGH COUNCIL

4.d. Over what periods in the year, dates & times, is it proposed that collections will be made?

01/01/18-31/12/18

FIVE DAYS PER MONTH/ PLEASE ALLOCATE ANY AVAILABLE FIVE DAYS

Collection Details - Continued

4.e. How many collectors will be permitted to make the collections:

TWO

4.f. Is it proposed to collect money including direct debits as money

Yes

No

Direct Debits

4.g. Is it proposed to collect "other" types of property

Yes

No

If Yes, what type(s) of property will be collected (Include direct debits as a collection of money)

YES, SECOND HAND CLOTHING. CLOTHING IN GOOD CONDITION WILL BE SOLD.

Is it proposed to Sell, Give Away, or Use this "other" property

Sell

Give Away

Use

4.h. Are applications also being made for licences for the same purposed in other areas of the UK:

Yes

No

If Yes, which other licensing authorities

APPLYING TO VARIOUS COUNCILS IN ENGLAND AND WALES

How many collectors will be permitted to make these collections

TWO COLLECTORS IN EACH COUNCIL AREA

Will these collectors be the same collectors as those you intend to use in this authority

Yes

No

4.i. Is it proposed to promote this collection in conjunction with a street collection

Yes

No

If Yes, is it proposed to combine the House to House and Street Collection accounts or submit separate accounts:

Combined accounts

Separate accounts

4.j. If the collection is for a War Charity, state if the charity has been registered or exempted from registration under the War Charities Act 1940, and give the name of the registration authority, date of registration or exemption in the box below.

NOT APPLICABLE.

Proceeds of Collections Details

5. Are the whole of the receipts to be paid over to the Society/Charity/Fund

Yes

No

If NO, please state the purposes for which deductions will be made

5.a. Please state how much will be deducted for expenses or other purposes

£

5.b. Is it proposed to use some of the proceeds for the remuneration of any persons

Yes

No

If YES; is it to Collectors

Yes

No

is it to Other Persons

Yes

No

5.c. Please state details, how much will be deducted, for what reasons and if applicable what "other persons"

£

Applicant Promoter's "Criminal Records" history request

6. Convictions & Cautions Details. In the boxes below list any convictions/cautions etc you may have which are not considered as "spent" with in the terms of the "Rehabilitation of Offenders Act 1974".

6.a. Have you ever been convicted of any criminal offence, or received any police cautions etc or are you waiting to hear about any prosecutions or other actions of any type, pending against you?, warnings or reprimands? (If you answer YES to this question give details in the box below.) Yes No


6.b. If you are waiting to hear about any prosecution enter the court hearing the case: If known, date of future court hearing date:

Date of conviction(s)	Details of Offence(s) and Conviction(s)	Sentence Or Penalty
/ /		
/ /		
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Declaration

I am aware that should a House to House Collection Licence be granted to me the collection must take place in strict compliance with the House to House Regulations, which I have read and fully understand. I am aware that it is also necessary for me to submit a certified form of statement within at least 28 days of the collection taking place.

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collection, of which particulars are given in this form.

Applicants Signature 

Date form signed by applicant 22 / 08 / 17

CTCLF

Lonsto House, 1 - 3 Princes Lane, London N10

3LU

T: 020 8444 8859

E: info@ctclf.org - W: www.ctclf.org

**CHILD &
TEENAGE
CANCER &
LEUKAEMIA**
FOUNDATION

CHILD & TEENAGE CANCER & LEUKAEMIA FOUNDATION - CTCLF

Lonsto House, Princes Lane, London N10 3LU

August 14th, 2017

Re: Application for House-to-House Collection License by Child & Teenage Cancer & Leukaemia Foundation – (CTCLF), Charity Commission Reg. No. 1156384.

Dear Sir/Madam,

I attach an application for a house-to-house collection on behalf of Child & Teenage Cancer & Leukaemia Foundation (CTCLF). This application will also be sent to you by post.

Child & Teenage Cancer & Leukaemia Foundation (CTCLF) is a registered charity in England and Wales (Charity Registration No. 1156384) and a company limited by guarantee and registered in England and Wales (Company Registration No. 8801998). The CTCLF website is at: www.ctclf.org

CTCLF makes donations and grants to organisations promoting research into cancer in children and teenagers. We also fund projects and charities providing services for children and teenagers with cancer or leukaemia.

Our charitable Aim & Objectives are:

Aim

To fund projects of charities involved in supporting cancer initiatives.
To make donations and grants to organisations undertaking this work.
To promote and fund research into cancer in children and young people.

Objectives

To support research into the causes, symptoms, distribution, pathology and treatment of cancers in children and young people.

To promote and fund practical application of this research.

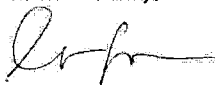
To advance the education of parents, carers and others in the causes, symptoms and treatment of cancers in children and young people.

100% of the proceeds of any and all H2H collections will go directly to Child & Teenage Cancer & Leukaemia Foundation. We aim to raise at least £20 000.00 in the first year of House-to-House collections.

Should you require any further information about our charity, please contact me on 02084448859.

Thank you in anticipation of your help.

Yours faithfully,



Cira Franchi Kell
Chairman, Child & Teenage Cancer & Leukaemia Foundation (CTCLF).

Unaudited Financial Statements for the Year Ended 31 December 2016

for

Child & Teenage Cancer & Leukaemia
Foundation (CTCLF)

Child & Teenage Cancer & Leukaemia
Foundation (CTCLF)

Contents of the Financial Statements
for the Year Ended 31 December 2016

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Child & Teenage Cancer & Leukaemia
Foundation (CTCLF)

Company Information
for the Year Ended 31 December 2016

DIRECTORS:

F Coutts
Mrs C Franchi
F Paolillo

REGISTERED OFFICE:

Lonsto House
1-3 Princes Lane
London
N10 3LU

REGISTERED NUMBER:

08801998 (England and Wales)

ACCOUNTANTS:

ABEL Associates
Chartered Accountants
North London Business Park
Oakleigh Road South
London
N11 1GN

Child & Teenage Cancer & Leukaemia
Foundation (CTCLF) (Registered number: 08801998)

Balance Sheet
31 December 2016

	31.12.16	31.12.15
	£	£
CURRENT ASSETS		
Cash at bank	537	2,678
	<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES	537	2,678
	<hr/> <hr/>	<hr/> <hr/>
RESERVES		
Income and expenditure account	537	2,678
	<hr/>	<hr/>
	537	2,678
	<hr/> <hr/>	<hr/> <hr/>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared and delivered in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

In accordance with Section 444 of the Companies Act 2006, the Income Statement has not been delivered.

The financial statements were approved by the Board of Directors on 22 June 2017 and were signed on its behalf by:

Mrs C Franchi - Director

1. **STATUTORY INFORMATION**

Child & Teenage Cancer & Leukaemia Foundation (CTCLF) is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover represents the gross value of donations received.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 3.