



## 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)

Grant	
For office use only	
Date Received	
Fee	Free of Charge
Laipac number	
Board Hearing	
Permit Number	HH

#### 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 that 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 (either home or Business):  Post code:

Daytime phone number:  Mobile phone number:

E-mail address:

#### Details of the charity which the collection will benefit

2. Name of Charity:

Head Office address for the Charity:

Post code:

Contact phone number:  Mobile phone number:

E-mail address:

2.a. Are you an employee/Volunteer for this Charity YES ☐ No ☒

If YES, please state your position within the Charity:

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

2.b. Objective/aims of the charity/fund to benefit from the proceeds of this collection.

Please attach supporting information, web site details etc.

Wood Green is proud to be the pet charity that makes a difference to the lives of pets and people across the UK. Our vision is of a world where all pets are well cared for in loving homes for life. To achieve this, we not only provide care for pets in need, but also help people be the best pet owners they can be.

2.c. Explain how this Charity/fund collection will benefit the people of Rotherham

Please attach supporting information, web site details etc.

We educate, advise and support pet owners so they can enjoy a mutually rewarding and happy relationship with their pets. And through our top-class facilities, welfare-friendly handling and years of experience we deliver the best quality care for every animal who needs us.

X

2.d. Is this charity/fund a UK registered charity Yes ☒ No ☐ Registered Charity Number 298348

### Collection details

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

Whole area

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

06/04/2020 - 29/03/2021

3.b. How many collectors will be used to make the collections: 30

3.c. Is it proposed to collect money including direct debits as money: Yes ☐ No ☐ Direct Debits ☒

3.d. Is it proposed to collect "other" types of property Yes ☐ No ☒

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

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

Sell ☐

Give Away ☐

Use ☐

3.e. Are applications also being made for licences for the same purposes in other areas of the UK: Yes ☒ No ☐

If Yes, which other licensing authorities

Nationwide

Will these collectors be the same collectors as those you intend to use in this authority Yes ☐ No ☒

3.f. 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 ☐

3.g. 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.

N/A

## Funds raised following collections

4. Are all of the collections takings to be paid over to the Charity Yes ☒ No ☐

If NO, please state the purposes for which taking will be used

4.a. Please state how much will be deducted for expenses or other reasons £ 0.00

4.b. Is it proposed to use some of the takings for the payment of any persons Yes ☐ No ☒

If YES; is it to Collectors Yes ☐ No ☒ is it to Other Persons Yes ☐ No ☒

4.c. Please state how much will be deducted; for what reasons, and, if applicable what "other persons" will be paid:

£

## Details of company or organisation responsible for these collection

5. Name of Company/Organisation to carry out collections: Personal Fundraising Services Ltd

Office address of the Suite D2, First Floor, The Quadrant, Mercury Court, Chester, Cheshire

Company/Organisation: Post code CH1 4QR

Contact phone number: 01244 753150 Mobile phone number:

E-mail address: jenny.linney@cedico.uk.com

5.a. Are you an employee of this Business/Organisation YES ☒ No ☐

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

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

## Licensing history of Charity/Collection Company

6. Has the applicant, charity or collections company ever held a house to house collection permit before? Yes ☒ No ☐

If 'Yes', who issued it? Wigan Council

What date was it granted? 30 / 09 / 2019

What licence number was it? HHC0518

6.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 ☒

6.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?

Mansfield Council - 13/02/2020

Due to the council requesting a contract between PFS and the client which we don't provide.

Please use an extra sheet if required

## Applicants (Promoter) "Criminal Records" history

**7. 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".

**7.a.** Have you ever been convicted of a criminal offence(s), or received any police cautions warnings or reprimands? etc. (If you answer YES to this question give details in the box below.) Yes ☐ No ☒

**7.b.** If you are waiting to hear about any prosecution enter the court name hearing the case:

If known give date of future court hearing date:

Date of conviction(s)	Details of Offence(s) and Conviction(s)	Sentence Or Penalty
/ /		
/ /		
/ /		
/ /		
/ /		
/ /	Use an extra sheet of paper if required	

This form is to apply for a house to house promoters collection permit. The permit, if granted, would allow the promoter to authorise collectors to collect from door to door for charitable purposes only. No collection for a charitable purpose may be made in this Local Authority area unless the promoter 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 applicants attention is drawn to the House to House Collections Act 1939, and to paragraph 4 of the House to House Collections Regulations 1947 (as amended); on the 12 December 1947. This paragraph provides that ordinarily an application for licence shall be made not later than the 1st day of the month preceding that in which it is proposed to commence any collection.

## 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 having taken 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

*Jenny Linney*

Date applicant signed form 06 / 03 / 2020

February 2020

To Whom It May Concern,

**Re: Application for licensing**

On behalf of Wood Green, The Animals Charity, I authorise Personal Fundraising Services Ltd (PFS) to apply for fundraising licenses on our behalf for the purposes of recruiting Direct Debit supporters via door to door recruitment.

This form of fundraising is proven to be one of the most cost effective methods for us to communicate with the public and recruit valuable long-term supporters of the charity.

All of the contributions from any supporter go directly to Wood Green, The Animals Charity and all personal information provided is handled securely, with both PFS and Wood Green abiding by the regulations laid down by GDPR.

PFS are fully committed to Wood Green, The Animals Charity and our vision of a world where all pets are well cared for in loving homes for life. A contract exists between both parties to ensure compliance with the guidelines laid out in the relevant Institute of Fundraising Rule Books. We are also registered with the Fundraising Regulator.

PFS Fundraisers are fully trained in the work of Wood Green, The Animals Charity in order to uphold our high standards. We will also monitor the fundraising campaign and resolve any complaints that may arise through our complaints procedure. Wood Green supplies and/or approves all materials used for training and fundraising.

I very much hope you will grant PFS permission to carry out door to door campaigns in your area. If you have any questions or concerns, please contact Maxine Ffello on 0300 303 9333 ext. 1230 email [Maxine.Ffello@woodgreen.org.uk](mailto:Maxine.Ffello@woodgreen.org.uk) or alternatively myself on 0300 303 9333 ext. 1316 or via email [Lisa.Mitchinson@woodgreen.org.uk](mailto:Lisa.Mitchinson@woodgreen.org.uk).

Yours faithfully,



**Lisa Mitchinson**  
Head of Individual Giving

<b>Godmanchester Centre 1270</b> King's Bush Farm London Road Godmanchester Cambridgeshire PE29 2NH	<b>London Centre</b> 60P Leamington Lane Wood Green London N22 5UG	<b>Raydon Centre</b> 60P Leamington Lane Raydon Road Raydon Cambridgeshire CB23 6PN
--	--	--

Call: **0300 303 9333 01480 832815**  
[www.woodgreen.org.uk](http://www.woodgreen.org.uk)  
 Or Email: [info@woodgreen.org.uk](mailto:info@woodgreen.org.uk)

A company limited by guarantee No. 2073  
**Registered Office** King's Bush Farm,  
 London Road, Godmanchester,  
 Cambridgeshire, PE29 2NH  
**Registered Charity No. 298348** Registered in  
 England & Wales  
 VAT Reg No. 927 1519 11  
 Wood Green, The Animals Charity is a  
 Registered Trademark of Wood Green  
 Animal Shelters