



## APPLICATION FOR HOUSE TO HOUSE COLLECTION LICENCE

House to House Collections Act 1939, as amended by the Local Government Act 1972  
and the House to House Collections Regulations 1947.

### APPLICANT DETAILS

Title Mr/Mrs/Miss Other.....Surname .....

Other Names: .....

Full postal address of applicant: .....

..... Postcode: .....

Home Tel. No.: ..... Mobile Tel. No.....

Email address:.....

Date of birth: ..... Place of birth.....

Do you represent a commercial business or will you be utilising the services of a commercial business to carry out the collection?

Yes  No  If yes please complete details below.

Company Name.....

Company registered address.....

.....

Companies House reg. no.....Company tel. no.....

**A written contract / authority between the charity and the commercial business must be submitted with this application**

**COLLECTION DETAILS`**

Dates of collection .....

Over what parts of the area is it proposed that the collection should extend?.....  
.....

What is proposed to be collected?

Money  Property for subsequent sale  Property to be given away or used

How many persons is it proposed to act as collectors? .....

Is an application being made for a collection for the same purpose in other areas?

YES  NO  If no, please give details below

Authority  
Name(s).....

**DETAILS OF CHARITY / SOCIETY TO BENEFIT**

Name of  
charity/Society.....

Registered address.....  
.....

Charity / Society objectives.....  
.....Charity no (if applicable).....

**ALLOCATION OF PROCEEDS**

Will the whole of the collection (100%) be applied to the beneficiary?

Yes  No  If no, please give details below

Of the total amount collected, what percentage will be applied to the following

(Please express amounts in percentages **or** amount per £1)

Charity / Society % \_\_\_\_\_ £ \_\_\_\_\_

Wages % \_\_\_\_\_ £ \_\_\_\_\_

Materials and costs e.g. bags, advertising, etc. % \_\_\_\_\_ £ \_\_\_\_\_

***Please Note: Neath Port Talbot CBC has formally adopted a guideline policy that expenses should not exceed 25% when considering an application for a house to house collection licence***

***An account of the collection (returns) must be given to the Licensing Section within one month of the collection. This account must be certified by the chief promoter of the collection and an independent responsible person.***

**DETAILS OF RESPONSIBLE PERSON**

Title Mr/Mrs/Miss Other.....Surname:.....

Other names: .....

Full postal address of applicant: .....

.....Postcode:.....

Home telephone No.: ..... Mobile tel no.....

Email address.....

Qualification.....

**CONVICTIONS AND REFUSALS OF LICENCES**

Have you, or to your knowledge anyone associated with the promotion of the collection, had a house to house collection licence refused or revoked?

Yes  No  If yes, please give details below

Authority Name.....Date.....

Have you, or to your knowledge anyone authorised to act as a collector been convicted of an offence under any of the following legislation?

Offences against the Person Act 1861 [Assault, etc.]

Yes  No  If yes, please give details below

Theft Act 1968 [Robbery, Burglary, Blackmail]

Yes  No  If yes, please give details below

Offences in Scotland involving personal violence or lewd, indecent, or libidinous conduct, or dishonest appropriation of property

Yes

No

If yes, please give details below

.....

Street Collections Regulation (Scotland) Act 1915

Yes

No

If yes, please give details below

.....

Police, Factories, etc (Miscellaneous Provisions) Act 1916

Yes

No

If yes, please give details below

.....

Do you want to receive a copy of your licence in Welsh YES  NO

I hereby apply for a licence authorising me to conduct a house to house collection. I certify that the details provided above are true to the best of my knowledge and belief. I also certify, to the best of my knowledge and belief, that the collectors to be employed are aged 16 and over and are fit and proper persons for the purposes of the collection.

I undertake to provide the local authority, within one month of the date of the said collection, with a statement of income and expenditure using the authority's prescribed form for this purpose, a copy of which will be provided at the same time as issue of my licence. I have read the Regulations and I undertake full responsibility for the control of the collection or sale being carried out in strict compliance with these Regulations.

I hereby authorise the local authority to make such checks as they consider prudent concerning this application and also to consult with the Police, Charity Commission and other public agencies, if necessary, and in pursuance of such enquiries are authorised to disclose any information given therein.

**WARNING Any person who, for the purposes of an application under the House to House Collections Act 1939 knowingly or recklessly furnishes any information which is false shall be guilty of an offence.**

**This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. I also declare that I have read and understood the licensing privacy notice attached.**

**I also declare that I have read and understood the licensing privacy notice attached.**

Signed: .....  
(applicant)

Date:.....

**This application should be returned to:  
Licensing Section, Civic Centre, Port Talbot, SA13 1PJ  
EMAIL: [licensing@npt.gov.uk](mailto:licensing@npt.gov.uk) Tel No: 01639 763050**

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**OFFICIAL USE ONLY DATE**

Application received.....	Previous Collection Returns Received	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Written agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Allocation of Proceeds Sufficient	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Relevant Offences	Yes <input type="checkbox"/> No <input type="checkbox"/>	Committee Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Decision	Approved <input type="checkbox"/> Refused <input type="checkbox"/>		

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Committee Date..... Committee Decision Approved  Refused

## Licensing Privacy Notice

1. In providing us with your personal information you hereby acknowledge that Neath Port Talbot County Borough Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).
2. The personal data which we collect from you via this form will be used by the Council (pursuant to it carrying out its various statutory and business functions) for the following purposes:
  - Hackney Carriage (taxi) and Private Hire Licences
  - Alcohol and entertainment licences, permits and notices
  - Gambling licences, permits and notices
  - Charitable collection licences and permits
  - Boats and Boatmen licences
  - Firework licences
  - Hairdresser registrations
  - Petroleum licences
  - Scrap Metal Dealer licences
  - Sex establishments and sexual entertainment venue licences
  - Stage hypnotism registrations
  - Street trading consents
  - Tattooing, Cosmetic Piercing, Acupuncture, Electrolysis registrations
3. As a Data Controller the Council is required under GDPR to inform you which of the Article 6 GDPR “Data Processing Conditions” it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions;
  - i. “The data processing is necessary for compliance with a legal obligation to which the controller is subject”. (Article 6(c) GDPR).
  - ii. “The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.” (Article 6(e) GDPR).
4. We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the Council) in accordance with data sharing arrangements which we have in place with those third parties
  - The Fire & Rescue Service
  - The Police
  - Disclosure & Barring Services
  - NHS local health boards
  - Immigration services
  - Foreign Embassies if you are a foreign national or have lived abroad
  - National Fraud Initiative
  - Department for Work & Pensions

- HM Revenue & Customs
  - DVLA
  - Other local authorities
5. The personal information collected from you on this form will be held by the Council for as long as the licence, permit, consent, notification exists or up to 6 years after it lapses.
  6. Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the Council being unable to provide you with a service and/or could render you liable to legal proceedings.
  7. We would inform you that under Article 21 GDPR you have the right at any time to object to the Authority about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.
  8. The Council will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.
  9. The Council will not use your personal data for the purposes of automated decision making.
  10. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:
    - i. The right of access to their personal data held by a data controller.
    - ii. The right to have inaccurate data corrected by a data controller.
    - iii. The right to have their data erased (in certain limited circumstances).
    - iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
    - v. The right to object to their data being used for direct marketing.
    - vi. The right to data portability (i.e. electronic transfer of data to another data controller).Further information on all the above rights may be obtained from the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk).
  11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the Council's Data Protection Officer at the Directorate of Finance & Corporate Services, Civic Centre, Port Talbot, SA13 1PJ.
  12. Please be advised that in the event that you make a request or a complaint to the Council's Data Protection Officer (see 9 above) and you are dissatisfied with the Council's response you are entitled to complain directly to the Information Commissioner's Office. Details of the Commissioner's Office contact details and further information on your rights may be obtained from the Commissioner's website – [www.ico.org.uk](http://www.ico.org.uk).