



Leicester  
City Council

## **HOUSE TO HOUSE COLLECTIONS ACT 1939**

### **HOUSE TO HOUSE COLLECTIONS REGULATIONS 1947**

#### Notes for the guidance of organisers of House to House Collections and persons acting as collectors

1. Every promoter of a collection shall exercise due diligence to secure that any persons authorised to act as collectors are fit and proper persons.
2. A promoter of a collection shall not permit a person to act as a collector unless he/she has issued or caused to be issued to that person:
  - a) a prescribed certificate of authority\* completed except as regards the signature of the collector and signed by or on behalf of the promoter of the collection
  - b) a prescribed badge, having inserted therein a general indication of the purpose of the collection and
  - c) if money is collected, a collecting box or receipt book marked with a clear indication of the purposes of the collection and a distinguished number, which indication and number shall in the case of the receipt book, also marked on every receipt contained therein in addition to the consecutive number of the receipt.

NOTE: Collections by means of envelopes can only be made where the promoter of a collection to whom an order has been granted informs the Secretary of the State that he desires to promote an envelope collection and where the Secretary of the State is of the opinion that the collection is for a charitable purpose of major importance and is suitably administered, the Secretary of State may, if he thinks fit, give permission for the promotion of an envelope collection.

3. Every promoter of a collection shall exercise all due diligence to secure:
  - a) that no prescribed certificate of authority, prescribed badge, collecting box or receipt book is issued, unless the name and address of the collector to whom it is issued, have been entered on a list showing in respect of any collecting box or receipt book distinguished number thereof and
  - b) that every prescribed certificate of authority, prescribed badge, collecting box or receipt book issued to him /her or on their behalf, is returned when the collection is completed or when for any reason a collector ceases to act as such.

\* Certificates of Authority may be obtained from H M stationery Office.

4. Every collector shall:
  - a) sign their name on the prescribed certificate of authority issued to them and produce it on the demand of any police Constable or other officer appointed by the Authority or of any occupant of a house visited by them for the purpose of collection
  - b) sign their name on the prescribed badge issued to them and wear the badge prominently whenever they are engaged in collecting and
  - c) keep such certificate and badge in their possession and return them to a promoter of the collection on replacement thereof or when the collection is completed or at any time on the demand of a promoter of the collection.
5. No person under the age of sixteen years shall act or be authorised to act as a collector of money.
6. No collector shall importune any person to the annoyance of such person or remain, in, or at the door of, any house if requested to leave by any occupant thereof.
7.
  - a) where a collector is collecting money by means of a collection box, they shall not receive any contribution save by permitting the person from whom it is received to place it in a collecting box issued to them by a promoter of the collection
  - b) where a collector is collecting money by other means than a collecting box, they shall, upon receiving a contribution from any person, forthwith and in the presence of such person enter on a form of receipt in a receipt book issued to them by the promoter of the collection and on the corresponding counterfoil or duplicate the date, the name of the contributor and the amount contributed, and shall sign the form of receipt, the entries and signature being in ink or indelible pencil shall form the receipt to the person from whom they receive the contribution.
8. Every collector, to whom a collecting box or receipt book has been issued shall:
  - a) when the collecting box is full or the receipt book is exhausted, or
  - b) upon the demand of a promoter of the collection, or
  - c) when they do not desire to act as a collector, or
  - d) upon the completion return to a promoter of the collection that collecting box with the seal unbroken or that receipt book with a sum equal to the total amount of the contributions (if any) entered therein.
9.
  - a) subject as provided in paragraph (b) of the regulation, a collecting box when returned shall be examined by, and if it contains money, be opened in the presence of the promoter of the collection and another responsible person.

- b) where a collecting box is delivered unopened to a bank, it may be examined and opened by an official of the bank in the absence of the promoter of the collection.
  - c) as soon as a collecting box has been opened, the contents shall be counted and the amount shall be entered with the distinguishing number of the collection box on a list which shall be certified by the persons making the examination.
  - d) every receipt book when returned and all sums received therewith shall be examined by the promoter of the collection and another responsible person and the amount of contributions entered in a receipt book shall be checked with the money and entered with the distinguishing number of the receipt book on a list, which shall be certified by the persons making the examination.
10. The chief promoter of a collection in respect of which a licence has been granted, shall furnish an account of the collection on the form provided to the officer of the authority by which the licence was granted within one month of the expiry of the licence.
11. a) Every account furnished in compliance with regulation 10, shall be accompanied by vouchers for each item of the expenses and application of the proceeds in the case of the collection and by the list referred to in regulation 3 and the list referred to in regulation 9.
- b) paragraph (a) of this regulation shall not apply to an account certified by an auditor who is a member of an association or society of accountants incorporated at the date of these regulations or is on other grounds accepted as competent by the Authority to which the accountant is submitted, but where in such case the vouchers, receipt books and lists mentioned in the said paragraph (a) are not submitted with an account, the chief promoter shall ensure that they are available for three months after the account is submitted and shall, if the Authority to which the account was submitted so requires at any time within that period, submit them to that Authority.
12. The chief promoter of a collection shall exercise all due diligence to secure that all forms of prescribed certificates of authority and prescribed badges obtained by them for the purpose of the collection are destroyed when no longer required in connection with that collection or in connection with a further collection which has been authorised to promote for the same purpose.
13. a) House to House Collections Act 1939 Section 4(3) – Any person who contravenes or fails to comply with the provisions of a regulation shall be guilty of an offence.
- b) Section 8(3) – Any Person guilty of an offence under subsection (3) of Section 4 of this Act, shall be liable, on summary of conviction, to a fine not exceeding £500.00 (level 2)