

OADBY AND WIGSTON BOROUGH COUNCILHOUSE TO HOUSE COLLECTIONS ACT 1939HOUSE TO HOUSE COLLECTIONS REGULATIONS 1947Notes for the guidance of Organisers of House to House Collections
and persons acting as Collectors

1. Every promoter of a collection shall exercise all due diligence to secure that 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 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 to be collected, a collecting box or receipt book marked with a clear indication of the purpose of the collection and a distinguishing number, which indication and number shall, in the case of the receipt book, also be 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 State that he desires to promote an envelope collection, and where the Secretary of 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 the distinguishing number thereof; and
 - (b) that every prescribed certificate of authority, prescribed badge, collecting box or receipt book issued by him or on his behalf is returned when the collection is completed or when for any other reason a collector ceases to act as such.
4. Every collector shall:-
 - (a) sign his name on the prescribed certificate of authority issued to him 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 him for the purpose of the collection;
 - (b) sign his name on the prescribed badge issued to him and wear the badge prominently displayed whenever he is engaged in collecting; and
 - (c) keep such certificate and badge in his possession and return them to a promoter of the collection on replacement thereof or when the collection is completed or at any other 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. (1) Where a collector is collecting money by means of a collecting box he shall not receive any contribution save by permitting the person from whom it is received to place it in a collecting box issued to him by a promoter of the collection.
(2) Where a collector is collecting money by other means than a collecting box he shall, upon receiving a contribution from any person, forthwith and in the presence of such a person

enter on a form of receipt in a receipt book issued to him by a 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 and shall hand the form of receipt to the person from whom he received 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 he does not desire to act as a collector, or
 - (d) upon the completion of the collection, 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.
 - (1) Subject as provided in paragraph (2) of this Regulation, a collecting box when returned shall be examined by, and if it contains money, be opened in the presence of a promoter of the collection and another responsible person.
 - (2) 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 a promoter of the collection.
 - (3) 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 collecting box on a list, which shall be certified by the persons making the examination.
 - (4) Every receipt book when returned and all sums received therewith shall be examined by a promoter of the collection and another responsible person and the amount of the contributions entered in the 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 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.
 - (1) Every account furnished in compliance with No. 10, shall be accompanied by vouchers for each item of the expenses and application of the proceeds and in the case of a collection of money, by every receipt book used for the purpose of the collection and by the list referred to in No 3 and the list referred to in No 9.
 - (2) Paragraph (1) 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 account is submitted, but where in such a case the vouchers, receipt books and lists mentioned in the said paragraph (1) 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 require 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 him 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 he has been authorised to promote for the same purpose.

* No. 2 paragraph (a) CERTIFICATES of AUTHORITY may be obtained from:-

H M Stationery Office, 49 High Holborn, LONDON. WC1V 6HB