



House to House Collections Act 1939

APPLICATION TO BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK FOR LICENCE

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

PARTICULARS OF COLLECTION

1	Applicants Full Name:	
2	Applicants Address:	
3	Particulars of charitable purpose to which proceeds of collection are to be applied. (Full particulars should be given and, where possible, the most recent account of any charity which is to benefit should be enclosed).	
4	Over what parts of the Borough Council of King's Lynn and West Norfolk area is it proposed that the collection should extend?	
5	During what period of the year is it proposed that the collection should be made?	
6	What time/s do you intend to collect? (i.e. 9am-5pm)	
7	Is it proposed to collect money?	
8	Is it proposed to collect other property? If so, of what nature? Is it proposed to sell such property, or to give away or to use it?	
9	Approximately how many persons is it proposed to authorise to act as collectors in the area of the local authority to which the application is addressed?	
10	Is it proposed that remuneration should be paid out of the proceeds of the collection:- (a) to collectors?	

(b) To other persons? If so, to what rates and to what classes of persons?	
11 Is application being made for licences for collections for the same purpose in other areas? If so, to which local authorities? Approximately how many persons in all is it proposed to authorise to act as collectors?	
12 Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection been refused a Licence or Order under the Act, or had a Licence or Order revoked? If so, give particulars.	
13 Is it proposed to promote this collection in conjunction with a street collection? If so, it is desired that the amounts of this collection should be combined wholly or in part with the account of the street collection.	
14 If the collection is for a War Charity, state if such charity has been registered under the War Charities Act 1940, and give the name of registration authority and date of registration or exemption.	

Disclaimer

That the applicant or the holder of the licence is not a fit and proper person to hold a licence by reason of the fact that he has been convicted in the United Kingdom of any of the offences specified in the Schedule to this Act, or has been convicted in any part of His Majesty's dominions of any offence conviction for which necessarily involved a finding that he acted fraudulently or dishonestly, or of an offence of a kind the commission of which would be likely to be facilitated by the grant of a licence;

Schedule 2:

Offences to which paragraph (d) of subsection (3) of section two applies.

- Offences under sections forty-seven to fifty six of the Offences against the Person Act, 1861.
- Offences under sections thirteen, fourteen and twenty five to thirty of the Larceny Act, 1916.
- Offences in Scotland involving personal violence or lewd, indecent or libidinous conduct, or dishonest appropriation of property.
- Offences under the Street Collections Regulations (Scotland) Act 1915.
- Offences under section five of the Police, Factories, & (Miscellaneous Provisions) Act, 1916.

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the House to House Collections Act 1939.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](https://www.west-norfolk.gov.uk/privacy) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk](https://ico.org.uk) .

Signature of Applicant:
Date:

Please return this form to:-
Licensing Section, Legal Services and Licensing, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX. Tel: 01553 616600