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| REPORT TO: | Licensing Committee |
| DATE: | 4 th December 2019 |
| LEAD OFFICER: | Head of Planning and Public Protection |
| CONTACT OFFICER: | Senior Technical Officer (Licensing) licensing@denbighshire.gov.uk 01824 706433 |
| SUBJECT: | Proposed House to House Collection Policy |

1. PURPOSE OF THE REPORT

- 1.2 To present to Members, a proposed House to House Collection Policy, for their consideration, which will allow the Council to make consistent and transparent decisions.

2. EXECUTIVE SUMMARY

- 2.1 The Council currently does not have a clear and detailed Policy to consider such applications, causing some uncertainty to both applicants and Licensing Officers.
- 2.2 Officers have drafted an up to date policy for consideration so that all interested parties are informed of the requirements and process.

3. POWER TO MAKE THE DECISION

- 3.1 House to House Collections Act 1939 and the House to House Collections Regulations 1947.

4. BACKGROUND INFORMATION

- 4.1 House to house collections are a vital source of funds for many charities and they offer a positive opportunity for the public to support them. However, such collections need to be carried out for the benefit of the charity and in accordance with the law. Incidents of bogus house to house collections are on the increase nationally and as such it is vital that licences are issued to legitimate collectors, thus giving the public confidence that their donations are being directed to the appropriate charity.

- 4.2 Licences for house to house collections are generally issued by the Council, however, there are 'National Exemption' Orders available to charities who wish to undertake a high number of simultaneous collections across the country. 'National exemption' orders are issued by the Secretary of State.
- 4.3 The current policy is *“permits are granted to organisations without Home Office Exemption Orders provided such collections do not overlap with other collections and societies be limited to one collection within a twelve month period.”*
- 4.4 Whilst it is not a legal requirement for the Council to have such a policy, it is considered best practice to adopt such a policy to provide applicants with guidance and the Council with a framework to make consistent and transparent decisions when considering applications. A documented process will help give people who wish to donate to charity confidence that they are able to do so in good faith knowing that the money or products they donate will directly benefit the charity.
- 4.5 The proposed policy aims to avoid saturating the area with collectors from different charities.
- 4.6 A copy of the proposed House to House Collection Policy can be found at Appendix A.

5. **CONSULTATION**

- 5.1 Given that the proposed policy will cover all aspects of the process and requirements, Officers have assessed that as there is no significant change to the purpose of the existing policy, as detailed in 4.3 above and should Members be minded to support the proposed House to House Collection Policy, consultation will only take place with charitable organisations that have applied and collected within the County over the last 12 months.
- 5.2 Where objections are received, a further report will be presented to the Licensing Committee to enable members to consider such responses. However, in the event of no objections being received it is proposed that Members approve to adopt the policy.

6. **RECOMMENDATION**

- 6.1 For Members to consider supporting the proposed House to House Collection Policy as detailed at Appendix A, and in doing so authorise

Officers to commence formal consultation as detailed in 5.1.

- 6.2 Following consultation, for Officers to:
- i. Report any objections back to the Licensing Committee for consideration and approval of the proposed new Policy.
 - ii. In the event of no responses received, Members to approve to adopt the House to House Collection Policy with effect from the 1st April 2020.