

STATEMENTS OF RETURNS

**House to House Collections Act 1939
 House to House Collections Regulations 1947**

Please write clearly in **block capitals** and in **black ink**.

The above Regulations require you to submit a return within one month of the expiration of the Licence using this form

Section 1: Promotor's Details

Please enter the details of the person to whom the permit was granted

Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) _____		
First name (s):			
Surname:			
Address:			
Post Code:			
Daytime phone number:		Mobile phone number:	
Email address:			

Section 2: Details of Collection

Name of charity or fund which is to benefit	
Date of Collection:	

Show Nil entries

Proceeds of collection	Amt.	Total	Expenses & Application of proceeds	Amt.	Total
From collecting boxes			Printing & Stationery		
Interest on proceeds			Postage		
Other items:-			Advertising		
			Collecting Boxes		
			Badges		
			Emblems		
			Other items:-		
			Payments approved under Regulation 15(2)		
			Disposal of Balance		
			(insert particulars)		
TOTAL	£		TOTAL	£	

Section 3: Declaration

Certificate of the person to whom the permit was granted

I certify that to the best of my knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Signed:		Date:	D	D	M	M	Y	Y	Y	Y
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Print Name:	
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Certificate of Accountant or Independent responsible person acceptable to Hastings Borough Council

I certify that I have obtained all the information and explanations required by me and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection

Signed:		Date:	D	D	M	M	Y	Y	Y	Y
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Print Name:	
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Qualifications:	
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NOTE

This form, when completed should be returned to:
Hastings Borough Council, Aquila House, Breeds Place, Hastings, East Sussex, TN34 3UY
☎ 01424 451042

Data Protection – PLEASE READ THIS NOTICE CAREFULLY

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information
- Prevent or detect crime, or
- Protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

Hastings Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.