



HAMBLETON DISTRICT COUNCIL  
ENVIRONMENTAL HEALTH SERVICE

# STREET COLLECTIONS POLICY

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## Version Control

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1.0	Simon Fisher	21/02/2014
2.0	Simon Fisher	23/07/2014

## **1.0 INTRODUCTION**

1.1 This document represents Hambleton District Council's policy on street collections.

## **2.0 POLICY OBJECTIVES**

2.1 This Policy has been adopted with a view to securing the following objectives:

- To safeguard the interests of public donors and their beneficiaries;
- To facilitate participation in charity support;
- To prevent unauthorised collections from taking place;
- To ensure that collectors operate within the law and act fairly in their dealings with the public;
- To prevent street collections from becoming a source of nuisance to the public.

## **3.0 APPLYING THE POLICY**

3.1 The policies outlined in this document will be applied in the majority of cases when considering applications but the Council will consider each application on its merits and may, at times, allow exceptions to the general policy.

3.2 It will be necessary to consider, in relation to any particular application, whether the specific circumstances justify allowing an exception. It will be up to the applicant to show that an exception should be made to the policy and, if the objectives can still be met, the Council may exercise its discretion to depart from the general policy.

## **4.0 THE LAW**

4.1 A street collection is a collection of money or a sale of articles for the benefit of charitable or other purposes. Collections may be carried out by volunteers, charity officers, professional fundraisers and commercial participators.

4.2 The definition of a street collection does not include collections taken at a meeting in the open air and it does not include the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.

4.3 Street Collections are required to be authorised by local authorities in accordance with the Police, Factories, & c. (Miscellaneous Provisions) Act 1916 and the associated regulations.

4.4 Hambleton District Council has adopted the regulations outlined in Annex A.

## **5.0 PRE-APPLICATION REQUIREMENTS**

5.1 Applicants are expected to take steps to try to avoid street collections overlapping in time and place with other collections.

5.2 It is the Council's intention to allow no more than one street collection in any given town at any given time.

5.3 The Council will maintain an up-to-date diary of collections. Prospective applicants may enquire about existing collections prior to making an application.

5.4 Collections that take place too frequently have the potential to have a long-term negative impact on collections in those areas. To avoid this, applicants are

expected to take steps to check the frequency of collections with the Council and to target their collections accordingly.

5.5 In order to avoid saturating an area's fundraising potential, the Council will expect applicants to apply for a period of no more than two days at a time and on no more than four occasions per calendar year.

5.6 The Council recommends that all organisations adhere to the Institute of Fundraising's Code of Fundraising Practice. A copy of the Code of Practice can be found at [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)

## **6.0 APPLICATION REQUIREMENTS**

6.1 Applicants are expected to allow sufficient time for the Council to consult on, process and issue the permit. Any applications received less than one month before the proposed first date of the collection may not be processed in time for the collection and, in these cases, the collection will not be authorised.

6.2 A completed application must be accompanied by some literature in relation to the organisation that will benefit from the collection.

6.3 A copy of the previous year's accounts must also be submitted and, where applicable, a letter from the charitable organisation authorising the applicant to undertake a collection on their behalf.

6.4 Any agreement or contract details with the registered charity or individual benefiting from the collection should also be included.

6.5 There is no application fee associated with a street collection permit.

## **7.0 POST-GRANT REQUIREMENTS**

7.1 All of the requirements contained within the regulations (Annex A) must be fully complied with.

7.2 Any person who acts in contravention of the regulations shall be liable on summary conviction to a fine not exceeding level 1 on the standard scale.

7.3 If no previous return forms have been supplied to the satisfaction of the Council after previous licensed collections within the district, then any future application is likely to be refused.

## **8.0 PERSONAL DATA**

8.1 The Council will hold personal data (about applicants, licensees, complainants, etc.) in connection with its licensing function.

8.2 The Council will comply with its obligations under the Data Protection legislation.

8.3 The Council's aim is to minimise the unnecessary disclosure of personal data.

8.4 Personal data will only be obtained, kept or used as authorised by statute.



## STREET COLLECTIONS REGULATIONS

The following is a summary of Regulations made by the Hambleton District Council and applicable in any streets or public places within the Council's Area where money is collected or articles sold for the benefit of charitable or other purposes:-

- (1) No collection (other than a collection taken at any open air meeting) shall be made in any street or public place within Hambleton District unless a promoter shall first have obtained from the said Council a permit.
- (2) Application for a permit shall be made in writing not later than one month before the date on which it is proposed to make the collection.
- (3) No collection shall be made except upon the day and between the hours stated in the permit.
- (4) No person may assist or take part in any collection without the written authority of a promoter. Every person so authorised shall produce written authority for inspection by a duly authorised officer or police constable.
- (5) No collection shall be made in a manner likely to inconvenience or annoy any person.
- (6) While collecting a collector shall remain stationary and a collector or two collectors together shall not be nearer to another collector than 25 metres.
- (7) No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector.
- (8) Every collector shall carry a collecting box. All such boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken. All monies received by a collector from contributors shall immediately be placed in a collecting box.
- (9) A collector shall not carry or use any collecting box, receptacle or tray which does not bear prominently displayed thereon, the name of the charity or fund which is to benefit.
- (10) No payment shall be made to any collector or to any other person connected with the promotion or conduct of such collection for, or in respect of, services connected therewith.
- (11) Within one month after the date of any collection, the person to whom a permit has been granted shall forward to the Council a statement, certified by a qualified accountant, showing the amount received and the expenses and payments incurred in connection with such collection and shall, if required by the Council, satisfy it as to the proper application of the proceeds of the collection.

### **PENALTY**

Any person who acts in contravention of any of the foregoing Regulations shall be liable on summary conviction to a fine not exceeding level 1 of the standard scale as contained in the Criminal Justice Act, 1982.