

Street Collection Permit

Police, Factories, Etc. (Miscellaneous Provisions) Act 1916
Charities Act 1992
Charitable Institutions (fund-raising) Regulations 1994

NOTES FOR APPLICANTS

SECTION A – Particulars of Applicant

1.	<p>No collection of money or sale of any article shall be made in any street or public place within the District of West Berkshire unless the person, society, committee or other body of persons responsible for such collection or sale have obtained from West Berkshire District Council a permit for such collection or sale.</p> <p>No collector or vendor shall importune any person to the annoyance of such person.</p> <p>No person under the age of 16 years shall act or be permitted to act as a collector or vendor.</p>
-----------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION B – Charity Details

6.	<p>No person may assist or take part in any collection or sale without written authority of the person, society or other body of persons to whom a permit has been granted. Every person so authorised shall produce such written authority forthwith for inspection by a duly authorised officer of the licensing authority or any police officer on demand.</p>
-----------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION C – Details of Collection

1.	<p>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 or sale. Provided that the licensing authority may reduce the period of one month if satisfied that there are special reasons for doing so.</p>
2.	<p>The licensing authority may in granting a permit limit a collection or sale to such streets or public places or such parts thereof as they think fit.</p> <p>No collection or sale shall be made in any pan of the carriageway of any streets which has a foot way.</p> <p>Provided that the licensing authority may, if it thinks fit, allow a collection or sale to take place on the said carriageway where such a collection or sale has been authorised to be held in connection with a procession.</p> <p>No collection or sale shall be made in any street or public place to the obstruction or annoyance of any person in such street or public place.</p>
3.	<p>No collection or sale shall be made except upon the day and between the hours stated in the permit.</p>
4.	<p>Every collector or vendor shall carry and present to all contributors or purchasers for the reception of money contributions, a box or other receptacle securely closed and sealed in such a way as to prevent the same being opened without the seal being broken and all money received shall be immediately placed into such box or receptacle. All boxes or receptacles shall be numbered consecutively. Every collector or vendor shall deliver his boxes or other receptacles with the seal unbroken to one of the persons responsible for the proper application of the money received.</p> <p>A collector or vendor shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the fund, for which the collection or sale is being made, nor any box or other receptacle which is not duly numbered.</p>

5. No payment or reward shall be made or given to any collector or vendor. No payment or reward shall be made or given, either directly or indirectly, to any other person connected with the promotion or conduct of a collection or sale for or in respect of services therewith, except such payments as may have been approved by the authority which granted the permit.
- (1) Within one month after the date of any collection or sale, the person, society, committee or other body of persons responsible therefore shall forward to the Director of Legal and Administrative Services for the information of the licensing authority a statement in the form set out in the Schedule to the Regulations, certified by the auditor of the society or by some independent responsible person, with vouchers showing in detail the amount received and the expenses incurred in connection with such collection or sale, The society, committee or other body shall also, within the same period. at their own expense and after audit, publish in such newspaper or newspapers as the licensing authority may direct a Short statement showing the name of the person, society or other body of persons responsible for the collection or sale, the name of the charity or fund which is to benefit, the date of the collection or sale, the amount collected, the amount of the expenses and the amount distributed to the charity or fund.
- (2) The licensing authority may if satisfied there are special reasons for So doing:
- (a) extend the period of one month referred to in paragraph (1) above and
- (b) agree to accept from the person, society, committee or other body of persons required to forward a statement to the appropriate officer under paragraph (1) above, a statement which although not in the form set out in the Schedule to these Regulations is in a like or similar form, and where there has been such an agreement and acceptable paragraph (1) above shall be deemed to have been complied with.

SECTION D – Declaration

1. These Regulations shall not apply:
- (1) In respect of a collection taken in a meeting in the open air;
- (2) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade and for the purpose of earning a livelihood and no representation is made by or on behalf of the seller that any part of the proceeds of sale will be devoted to any charitable purpose.
- Any person who acts in contravention of any of the foregoing Regulations will be liable on summary fine not exceeding £25 for a first or subsequent offence.
- When Signing the declaration, you are confirming that all information given is correct to the best of your knowledge and that you have read and understood the appropriate licence conditions.
- You understand that the council may wish to vary the standard conditions depending on the particular circumstances of the proposed event.
- Falsifying information, omitting any relevant information or not reading the conditions may jeopardise the issue of a licence or if issued, may result in the revocation of a licence.