

STREET COLLECTIONS

APPLICATION FOR PERMISSION TO HOLD A STREET COLLECTION TO COLLECT MONEY OR SELL ARTICLES IN STREETS OR PUBLIC PLACES WITHIN THE BOROUGH OF RUNNYMEDE FOR THE PUBLIC BENEFIT AND FOR CHARITABLE OR OTHER PURPOSES AS DEFINED BY THE CHARITIES ACT 2006

The Regulations governing Street Collections and guidance notes should be retained by the applicant

1. Name and address of Society, Committee or body responsible for the collection or sale Telephone No. Website address (if applicable)	
2. Name and address of the person making the application who will be jointly responsible for the collection or sale Telephone No. e-mail address (if applicable)	
3. Name of Charity or Fund which is to benefit Charity Commission No. (if applicable)	
4. Objects of the Charity or Fund* see guidance notes attached	
5. Date and hours during which it is desired to make the collection or sale	Date: Hours:
6. Locality within which it is desired to make the collection or sale (Runnymede area includes: Addlestone, Chertsey, Egham, Egham Hythe, Englefield Green, New Haw, Ottershaw, Thorpe, Virginia Water and Woodham)	
7. Is it proposed to hold the collection in conjunction with a carnival, procession or other event which will require the relaxation of Regulations 7 or 10 of the Street Collections Regulations? If so, give a brief description of the function	
8. a) By what method will the collection or sale be made? (e.g. in sealed tins or other receptacles) b) What arrangements are proposed to ensure that the money collected is handed over with the least possible delay to the person responsible for the proper application of the money?	
9. Disposal of the receipts a) Is it proposed that the whole of the receipts shall be paid over for the benefit of the Charity or Fund, or will any deduction be made for expenses or for any other purpose? b) If any deduction is to be made, state for what purpose and give an estimate of the sum which will be deducted	
10. Is an application being made for licences for collections for the same purpose in other areas? If so, to what Councils?	
11. Have you ever been refused a licence by another Council. If yes please give details	
12. Is it proposed to promote the collection in conjunction with a house to house collection? If yes please give details	

I have read and agree to abide by the street collections regulations attached and confirm that all the information given above is correct to the best of my knowledge.

Signature of Applicant.....

Date.....

Please return this form to Miss C Pinnock, Committee Section, Department of Administration and Leisure, Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH.

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud. For further information, please see www.runnymede.gov.uk/DataMatching

STREET COLLECTION REGULATIONS

In pursuance of Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 and the Charitable Collections (Transitional Provisions) Order 1974 the Runnymede Borough Council has made the following regulations with respect to Street Collections for the benefit of charitable or other purposes.

1. In these Regulations, unless the context otherwise requires -

"collection" means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word "collector" shall be construed accordingly;

"promoter" means a person who causes others to act as collectors;

"the licensing authority" means Runnymede Borough Council;

"permit" means a permit for collection;

"contributor" means a person who contributes to a collection and includes a purchaser of articles for sale for the benefit of charitable or other purposes;

"collecting box" means a box or other receptacle for the reception of money from contributors.

2. No collection, other than a collection taken at a meeting in the open air, shall be made in any street or public place within the Runnymede Borough unless a promoter shall have obtained from the licensing authority a permit.

3. 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;

Provided that the licensing authority may reduce the period of one month if satisfied that there are special reasons for doing so.

4. No collection shall be made except upon the day and between the hours stated in the permit and in the area specified in the permit.

5. The licensing authority may, in granting a permit, limit the collection to such localities, streets or public places or such parts thereof as it thinks fit.

6. (1) No person may assist or take part in any collection without the written authority of a promoter. The licensing authority may require a copy of such permission.

(2) Any person authorised under paragraph (1) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the licensing authority or any constable, or member of the public.

7. No collection shall be made in any part of the carriageway of any street which has a footway;

Provided that the licensing authority may, if it thinks fit, allow a collection to take place on the said carriageway where such collection has been authorised to be held in connection with a procession.

8. (1) No collection shall be made in a manner likely to inconvenience or annoy any person.

(2) The licensing authority may limit the frequency of collections by an organisation within its area if it considers that the number of collections proposed by that organisation is likely to inconvenience or annoy any person.

(3) The licensing authority may prevent two or more organisations collecting in the same locality and on the same day if it considers that it is likely to inconvenience or annoy any person.

Provided that the licensing authority may, if it thinks fit, allow two or more organisations to collect in the same location and on the same day if such collections have been authorised to be held in connection with a procession or similar event.

9. No collector shall importune any person to the annoyance of such person.

10. While collecting -

(a) a collector shall remain stationary; and

(b) a collector or two collectors together shall not be nearer to another collector than 25 metres

(c) a collector shall not obstruct the flow of pedestrian or other traffic by display or distribution of information about their charity or organisation.

Provided that the licensing authority may, if it thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.

11. 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. Provided that the licensing authority may permit persons of fourteen years of age or more to act as collectors where it is satisfied that it is reasonable in the circumstances of a particular collection and that collectors under sixteen years of age will be accompanied by an adult.
12. (1) Every collector shall carry a collecting box, and shall wear an official badge of authorisation, where such a badge has been issued by the licensing authority.
- (2) All collecting 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.
- (3) All money received by a collector from contributors shall immediately be placed in a collecting box.
- (4) Every collector shall deliver, unopened, all collecting boxes in his possession to the promoter.
13. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit, nor any collecting box which is not duly numbered.
14. (1) Subject to paragraph (2) below, a collecting box shall be opened in the presence of a promoter and another responsible person.
- (2) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank.
- (3) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that person.
15. (1) No payment shall be made to any collector, except for reasonable travelling expenses if applicable. The amount paid shall be included on the statement of return to the licensing authority.
- (2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, in respect of, services connected therewith, except such payments as may have been approved by the licensing authority.
16. (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to the licensing authority -
- (a) a statement in the form set out in the schedule to these Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such a collection and certified by that person and either a qualified accountant or an independent responsible person acceptable to the licensing authority;
- (b) a list of the collectors;
- (c) a list of the amounts contained in each collecting box;
- and shall if required by the licensing authority, satisfy it as to the proper application of the proceeds of the collection.
- (2) The said person shall also, within the same period, at the expense of the person and after the certificate under paragraph (1) (a) above has been given, publish in such newspaper or newspapers as the licensing authority may direct a statement showing the name of the person to whom the permit has been granted, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected and the amount of expenses and payments incurred in connection with such collection. Provided that the licensing authority may if it thinks fit, waive the requirements of the sub-paragraph in respect of a collection in which the total amount collected does not exceed £150.
- (3) The licensing authority may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraph (1) above.
- (4) For the purpose of this Regulation "a qualified accountant" means a member of one or more of the following bodies:-
- The Institute of Chartered Accountants in England and Wales;
The Institute of Chartered Accountants of Scotland;
The Association of Certified Accountants;
The Institute of Chartered Accountants in Ireland.
17. These Regulations shall not apply -
- (a) in respect of a collection taken at a meeting in the open air; or
- (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.
18. If a collection is held by an organisation and the regulations contravened, the licensing authority may if it thinks fit, revoke any permits already granted for future collections by that organisation and refuse permission for future collections to be held within their area by that organisation or the individuals concerned.

These Regulations shall come into operation upon the expiration of the period of one month beginning with the date on which they are confirmed by the Secretary of State and all other Street Collection Regulations having effect in the Borough of Runnymede are hereby repealed with effect from the date on which these Regulations came into force.

GIVEN under the Common Seal of the

Runnymede Borough Council

10 November 1999

DIRECTOR OF ADMINISTRATION AND LEISURE

The Secretary of State this day confirmed the foregoing Regulations and directed that the same should be published by the insertion of an announcement in two successive issues of two newspapers circulating in the Runnymede Borough stating that such Regulations have been made and confirmed and that copies can be obtained on application to Runnymede Borough Council, Committee Section, Department of Administration and Leisure, Civic Offices, Station Road, Addlestone, Surrey KT15 2AH.

Home Office
Queen Anne's Gate
1999

GEORGINA FLETCHER - COOKE
Head of Active Community Unit

STREET COLLECTIONS

APPLICATION FOR AN OFFICIAL BADGE OR BADGES OF AUTHORISATION
TO BE WORN WHILE TAKING PART IN A STREET COLLECTION WITHIN THE BOROUGH OF RUNNYMEDE
IN ACCORDANCE WITH REGULATION 12 (1)
MADE BY RUNNYMEDE BOROUGH COUNCIL.

Name:

Address to which badges should be sent:

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.....

Daytime contact Tel:

Number of badges required:

Please allow 10 days for delivery of your badges

Badges may also be collected in person if this is more convenient; please make an appointment with Miss C Pinnock 01932 425627.

Failure to wear an official badge of authorisation may result in your permission to collect being called into question and will be in contravention of condition 12 (1) of the Street Collections Regulations made by Runnymede Borough Council.

Please return this form to Miss C Pinnock; Committee Section, Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH.

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Office use only

Date of Street Collection(s) _____

Permit Number(s) _____

