

Ref. No.	PL/RE/25
Category (Y/N)	
People	
Place	Yes
Corporate	
In Constitution	

Street Collection Policy

(3 policies)

Policy Details

What is this policy for?	To set out the principles that will be applied in dealing with applications received for charitable street collections in order to ensure fairness, to prevent nuisance caused by frequent or intrusive collections and to protect the public from unethical collecting activities.
Who does this policy affect?	Any person, charity, society, committee or other person responsible for any collection of money or sale of an article for charitable purposes in any street or public place.
Keywords	Charitable, Street, Collection
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Dorset Council policy adopted from	<p>North Dorset District Council West Dorset District Council Weymouth & Portland Borough Council</p> <p>Dorset Council has adopted policies from its constituent councils. Please be aware varying policies apply within the Dorset Council area. Policies will be reviewed and/or harmonised by 1 April 2021.</p>
Does this policy relate to any laws?	Police, Factories, & c. (Miscellaneous Provisions) Act 1916
Is this policy linked to any other Dorset Council policies?	No
Equality Impact Assessment (EqIA)	An EQIA will be completed when the policy is reviewed/harmonised for Dorset Council.
Other Impact Assessments	None

Status and Approvals

Status	Live	Version	
Last review date		Next review date	
Approved by (Director)		Date approved	
Member/ Partnership Board Approval		Date approved	



North Dorset District Council Policy on Charitable Collections

Street Collection Permits:- one permit to be granted for each town on any one day and no more than one day in each town per month for each charity. ***Unless previously exempted from the policy by the committee and except in exceptional circumstances such as national or international disasters, National arranged collections where flag days run over more than one day, and local festivities that involve whole towns or villages.***

Expenses – expenses to be taken from donations to be limited to a maximum of 25%.



Regulations made by West Dorset District Council with regard to Street Collections

In pursuance of Section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916, as amended by Section 251 and Schedule 29 to the Local Government Act 1972, West Dorset District Council hereby makes the following Regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within the District of West Dorset to collect money or sell articles 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;

“permit” means a permit for a 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 area of the West Dorset District Council unless a promoter shall have obtained from the West Dorset District Council 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 West Dorset District Council 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.

5. The West Dorset District Council may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.

6. (i) No person may assist or take part in any collection without the written authority of a promoter.

(ii) Any person authorised under paragraph (i) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the West Dorset District Council or any constable.

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

Provided that the West Dorset District Council, 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. No collection shall be made in a manner likely to inconvenience or annoy any person.

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;

Provided that the West Dorset District Council 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.

12. (i) Every collector shall carry a collecting box.

(ii) 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.

(iii) All money received by a collector from contributors shall immediately be placed in a collecting box.

(iv) Every collector shall deliver, unopened, all collecting boxes in his possession to a 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. (i) Subject to paragraph (ii) below a collecting box shall be opened in the presence of a promoter and another responsible person.

- (ii) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank.
 - (iii) 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. (i) No payment shall be made to any collector.
- (ii) 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, or in respect of, services connected therewith, except such payments as may have been approved by the West Dorset District Council.
16. (i) Within one month after the date of any collection the person to whom a permit has been granted shall forward to the West Dorset District Council:-
- a) A statement in the form set out in the enclosed 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 collection, and certified by that person and either a qualified accountant or an independent responsible person acceptable to West Dorset District Council.
 - b) A list of the collectors.
 - c) A list of the amounts contained in each collecting box;

and shall, if required by the West Dorset District Council, satisfy it as to the proper application of the proceeds of the collection.

- (ii) The said person shall also, within the same period, at the expense of that person and after the certificate under paragraph (i) (a) above, has been given, publish in such newspaper or newspapers as the West Dorset District Council 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 or sale, the amount collected, and the amount of the expenses and payments incurred in connected with such collection.
- (iii) The West Dorset District Council may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraph (i) above.
- (iv) For the purposes 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 in 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.

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. They shall have effect in substitution for those contained in the Schedule to the Charitable Collections (Transitional Provisions) order 1974 and adopted by the West Dorset District Council on 28th March 1974, which, as having effect by virtue of the adoption, are hereby revoked.

WEYMOUTH AND PORTLAND BOROUGH COUNCIL

REGULATIONS MADE WITH REGARD TO STREET COLLECTIONS

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 Weymouth and Portland Borough Council

“permit” means a permit for a 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 Weymouth and Portland 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 so doing.
4. No collection shall be made except upon the day stated in the permit.
5. The licensing authority may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fits.
6. (1) No person may assist or take part in any collection without the written authority of a promoter.
- (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.

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. No collection shall be made in a manner likely to inconvenience or annoy any person.
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 collections together shall not be nearer to another collector than 25 metres.
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.
12.
 - (1) Every collector shall carry a collecting box.
 - (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/her possession to a 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.
 - (2) No payment shall be made out of the proceeds of the collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or 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 day 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 Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such collection, and certified by that promoter and a qualified accountant;
 - (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 licensing authority may, if satisfied there are special reasons for so doing extend the period of one month referred to in paragraph (1) above.
- (3) For the purposes of this Regulation “a qualified accountant” means a member of one of 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

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. Any person who acts in contravention of any of the foregoing Regulations shall be liable on summary conviction to a fine not exceeding Level One of the fines on the Standard Scale.