

Guidance Notes for Street Collections

Any collections, whether cash or property, undertaken in any street or public place, must be licensed by the District Council in accordance with the Police, Factories, etc (Miscellaneous Provisions) Act 1916. A licence is not required if the collection is on private land, such as a supermarket.

The purpose of the Regulations made under the Act, is to ensure that collections are controlled to prevent harassment to the public and to ensure the allocation of funds are monitored.

Ideally, applications should be submitted at least two months before the proposed collection date, as all applications, with the exception of those collections to take place in Bromsgrove High Street, have to be submitted to the Council's Licensing Committee, for approval.

To support your application for a street collection permit, you will be required to apply for a 'subject access certificate' from the Police Authority relevant to the area in which you live or log on to their website at www.met.police.uk/dataprotection/faq There is a charge for this certificate and can take up to eight weeks to process.

Before the Council can issue you with a permit to collect, the Council will need to be in receipt of this certificate. Please note that, in most cases, the certificate is simply a confirmation that you have no convictions. The Council is merely concerned about 'bogus' collections being promoted for fraudulent reasons.

You will also be required to supply a reference from the benefiting organisation, confirming that the promoter has the authority to collect on their behalf.

When organising your collection you need to ensure that:

- You have the necessary written permission from the District Council;
- No collection must be undertaken in a manner which will inconvenience or annoy any person;
- While collecting, a collector shall remain stationary and shall not be within 25 meters of another collector;
- All collectors must be over 16 years old;
- Every collector must carry a collecting box, which must be sealed, numbered and clearly displays the name of the charity or fund which is to benefit.

A more comprehensive list of regulations made by the District Council with regard to street collections is attached.

After a Collection:-

- Collectors must never be given access to the contents of collection boxes, prior to their being returned to the promoter for opening and counting;
- Boxes should only be opened in the presence of the promoter and another responsible person. Once the boxes have been opened, the contents should be counted immediately and the amount collected in each box recorded;
- After the collection the promoter must complete a return for the benefit of the Council. The promoter must certify the return and have it countersigned by a qualified accountant.

The Council grants only one street collection permit in a specific area on a specific date. Therefore, if you find that a 'rival' collection is taking place on the day on which you promote your approved collection, you should contact the local Police Control Room on 0345-444888 as soon as possible.

Direct Debit Collections

Direct Debit Charity Collections are where pledges are collected for direct debit donations do not currently require a licence in Bromsgrove. There are no legal provisions for collections of this type at the present moment, but it is hoped that new legislation will soon be introduced so that these types of collections can be regulated. To apply for a licence please find off and complete the application form in full and return it to Sharon Smith, Principal Licensing Officer, Bromsgrove District Council, The Council House, Burcot Lane, Bromsgrove, Worcs., B60 1AA.

For further information or clarification on any matters relating to Street Collections, please contact:

Licensing Section
Planning & Environment Services
Bromsgrove District Council
The Council House
Burcot Lane
Bromsgrove
Worcestershire
B60 1AA

Tel: direct dial 01527 - 881473

Email: licensing@bromsgrove.gov.uk