

NORTH HERTFORDSHIRE DISTRICT COUNCIL



STREET COLLECTIONS APPLICATION FOR A PERMIT

1. Name of the person(s) responsible for the collection or sale. Also contact telephone no.	
2. Address	
3. Names and addresses of the applicant(s) for the permit who will be jointly responsible for organising the collection or sale.	
4. Name of Charity or Fund which is to benefit, the address of the Administrative Centre and the name of the Secretary.	
5. Objects of the Charity or Fund	
6. Date upon which it is desired to make the collection or sale.	
7. Locality within which it is desired to make the collection or sale:- <i>*Delete where appropriate</i>	*(a) Throughout the whole of North Hertfordshire (b), Baldock, Hitchin, Letchworth, Royston or Rural Area
8. The method to be adopted in making the collection or sale	
9. Disposal of the receipts. Are the whole of the receipts to be paid over for the benefit of the Charity or Fund, or will any deduction be made for the expenses or any other purpose? If any deduction is to be made, state for what purpose, and give an estimate of the sum which will be deducted.	
10. Is the Organisation for whom the collection is proposed a Registered Charity? If so, please give Registered Number.	YES/NO Reg. No:
11. Signature of Person(s) making this application	
12. Date of Application	

NORTH HERTFORDSHIRE DISTRICT COUNCIL

REGULATIONS MADE BY NORTH HERTFORDSHIRE 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, the North Hertfordshire District Council (hereinafter referred to as "the Council") hereby make 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 North Hertfordshire 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 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 District of North Hertfordshire unless the promoter shall have obtained a permit from the Council.

3. Applications 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.

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

5. The Council may, in granting a permit, limit the collection to such streets or public places or such parts thereof as they think fit.

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

(2) Any person authorised under paragraph (1) above shall produce such written authority forthwith for inspection or being requested to do so by a duly authorised officer of the 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 Council may, if they think fit, allow a collection to take place on any such carriageway where that 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 that 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 Council may, if they think fit, waive the requirements of this Regulation in respect of any collection which has been authorised to be held in connection with a procession.

11. No promoter, collector person who is otherwise associated with any 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 from 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 on which there is not prominently displayed the name of the charity or fund which is to benefit from the collection 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
the promoter and another responsible person
 - (2) Where a collecting box has been opened, 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 money contained therein and shall enter the amount thereof 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 out of the proceeds of a collection shall be made either directly or indirectly to any other person associated with the promotion or conduct of such collection in respect of services rendered in connection therewith, except such payments as may have been approved by the Council.
16.
 - (1) Within one month after the date of any collection, the person to whom the permit
for that collection was granted shall forward to the Council:-
 - (a) a statement in the form set out in the Schedule to these Regulations, or in a form to the like effect, showing the total 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 the Council
 - (b) a list of collectors and
 - (c) a list of amounts contained in each collecting boxand shall, if so required by the Council, satisfy them as to the proper application of the proceeds of the collection.
 - (2) The same person within the said period of one month, shall also at the expense of that person and after a qualified accountant or other independent responsible person acceptable to the Council has given his certificate under paragraph (1)(a) above, publish in such newspaper as the Council may direct a statement showing the name of the person to whom the permit was 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 total expenses and payments incurred in connection with such collection.
 - (3) The Council, if satisfied that there are special reasons for so doing, may 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 in Scotland
The Association of Certified Accountants
The Institute of Chartered Accountants in Ireland

17. These Regulations shall not apply:

- (a) in respect of collection taken at a meeting in the open air or
(b) to the selling of articles in any street or public place when such articles are sold in the ordinary course of trade.

When completed and signed this form is to be returned to:

**Licensing and Enforcement Manager,
Council Offices,
Gernon Road,
Letchworth Garden City,
Herts
SG6 3JF.**