

## STREET COLLECTION POLICY

1. Applications must be submitted in writing no later than one month prior to the date of the collection. Permits will be issued on a first come first served basis.
2. In the event of a national or international disaster the Licensing Officer may grant a permit to hold a collection at short notice.
3. The Council would like to encourage Direct Debit collectors to inform the Authority of when they will be collecting mandates in their area, to try and ensure that there is not a conflict with another permitted collection.
4. Each charity can apply for two street collections per town or village per year. Each collection will last no more than the duration of one whole day. If additional days are requested the Council will accommodate this request if no other permit has been granted for the requested day or location.
5. Only one collection per town or village per day is permitted except in exceptional circumstances.
6. A year runs from January to December and street collections are permitted on any day of the week for the times of the day applied for.
7. Each permit may cover multiple towns.
8. In relation to Carnivals, if an application is received for a day that has already been allocated, should the timings not coincide the permit will be granted.
9. Table Top Sales applications must be supported by Public Liability Insurance covering the date and nature of the event. The Oxford Dictionary definition of Table Top Sale is '*an occasion when participants sell unwanted possessions from tables, especially one where at least some of the proceeds go to charity*'.
10. Any application where it is proposed to use any structure, table, 'A' board etc., in conjunction with a street collection must be supported by Public Liability Insurance and written permission of the landowner and or Highways Authority.
11. Cadets, Boy Scouts, Girl Guides and members of similar organisations are permitted to collect for their particular organisation, but must not be less than 11 years old, must collect or sell under the direct supervision of an adult and dress in the uniform of their organisation.

12. If the applicant is wishing to carry out a collection on private land, permission from the landowner must be requested and agreed. A permit from Wiltshire Council is not required.

**This Policy covers the whole of the Wiltshire Council area.**