

PROCEDURE NOTE

Street Collections – Issuing Permits**Direct Debit collectors**

Only one direct debit collection in a town on a given date. Only two direct debit collections per organization, per month. After you have checked in the diary, ask the requester to email you with the details and you can then email back confirming the dates are entered in the diary. Keep a copy of the email in the folder in case you need to refer to it if there are problems.

Street Collections

- When a request is received for a street collection you will need to check in the Diary of Events that the date is free – **idrive/licences, street collection/diary of events/20??**
- Check, by clicking on the first tab of the spreadsheet – Organisation rota – that the collectors have not had more than two collections in any one town, in any one year, as this is the limit. When you have finished the telephone call you can go back in this list and pop in the name etc.
- Note the details on the monthly tab if the date is free.
- Complete a booking form with the details – **idrive, licences, street collection/masterdocs/booking information file sheet**. I keep a supply of these forms by the side of my telephone and it is just a note of the name of the organisation, the date and time of collection, location and contact details and whether forms were sent or downloaded. This is done in case they do not send in an application form or in case there are any problems.
- When you post or email the application form you will also need to send a copy of the regulations – **idrive, applications & regulations, Street Collections regulations**.
- When the application is received
 - Check it is entered in **i/Licences/Street Collection/Diary of Events/200?**
 - File it under the relevant month in the Lever Arch File “Street Collections” until the Permit can be issued – usually 4 – 6 weeks prior to the collection taking place.
- About 4 – 6 weeks before the collection is due to take place, take the applications out of the Lever Arch file and place in date order, refer to the Diary of Events saved under **“i/Licences/Street Collection/Diary of Events/200?”** to assist with this.
- Give each application a Permit number (starting at No. 1 for each month) numerically going down the list (**i.e. 2008/01/01 – year/month/issue no**) and write number of top right hand corner of application form and fill in Permit No column on Diary of Events with this number.
- Send covering letter saved as Word Template by selecting **“idrive/licences/street collections/templates/street collection letter**. Note: you should send the permit letter to the person who is making the application and who will be jointly responsible for the collection or sale (4th box down)
- Select Permit saved as Word Template by selecting **“idrive/Licensing/street collections/ templates/street collection permit”**. Complete template by filling in all relevant details with information taken from application form. Use the address of the Society on the Permit and not the applicant’s personal address if possible.
- Print one copy on headed paper and one copy on white paper for your records. Save copy of Permit under Street Collections/Permits/year/month. Pass Permit to Licensing

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Officer for signature.

- Also print one copy of Statement of Income & Expenditure Form which is saved under “**idrive/Licensing/Street Collections/masterdocs/WC Street Collection Statement of Return**” (2 pages - back to front) updating “Permit No” at top left-hand corner of form.
- Send the Permit on headed paper, the letter and the statement.
- File permit application and the signed copy of the permit on the blank paper in the lever arch file.
- Enter the details on the delegated powers section – I drive/committee/delegated powers

EXTRA NOTES

- Applicants should give Technical Officer **at least one month’s notice** to book and issue Permit. Technical Officer may make exceptions as required.
- There should never be more than **one collector in any one town**, on any one day.
- No collection shall be made in any part of the **carriageway** of any street which has a **footway**, as not to cause an **obstruction**.
- 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 meters**.
- 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.
- Every collector must carry a **collection box** and each box must be securely sealed.