

PROCEDURE NOTE
STREET COLLECTIONS

SC001

Objective

To ensure that permits are issued for any charitable street collections within the district of West Wiltshire.

Legislation

Police, Factories etc (Miscellaneous Provisions) Act 1916
Local Government Act 1972 Section 251 and Schedule 29
West Wiltshire District Council Regulations with Regard to Street Collections - implemented prior to 1 January 2000

Information

West Wiltshire has made regulations to permit in any street or public place the collection of money or the selling of articles for the benefit of charitable or other purposes within the District Council's area.

No collection can be made in any street or public place without the promoter obtaining a permit. Applications need to be made no later than one month before the date on which it is proposed to make the collection.

No charges are made for the issuing of these permits. Council policy states that permits are normally issued for Saturdays only and any one organisation may only be issued with one permit per town per year and only one permit per town per day will be authorised.

Note: Permits are not required for a collection taken at a meeting in the open air or for the selling of articles in the ordinary course of trade and the Notice period may be reduced if there are special reasons for doing so.

The permit will specify the date, location and the hours between which a collection may be made.

The promoter must provide written authority to all collectors and there are rules which specify the manner in which, where and how collectors may operate. All collection boxes need to be consecutively numbered, closed and sealed with the name of the charity or fund prominently displayed on it.

No collector may receive remuneration and no payments out of the proceeds may be made without the approval of West Wiltshire District Council.

Within one month of the date of a collection a 'statement form' showing the amount received and expenses incurred and certified by a qualified accountant or an independent responsible person must be submitted to West Wiltshire District Council.

Performance targets

Respond to an application within 14 days.

Procedure

On Telephone Enquiry

- 1 Check the Street Collection Diary Record for available dates around the time requested by the charitable organisation (kept on top of the licensing filing cabinet). Only Saturdays are approved collection days*.

- 2 Pencil in organisation's name on the appropriate date★.
- 3 Send out the application form (SC002).

On Receipt of the Application Form:

- 4 Ink in the organisation's name on the Street Collection Diary Board.
- 5 Send out: - the permit (SC003)
- the Form of Statement (SC005)
- 6 Store records in the Street Collections file (kept in the Licensing filing cabinet).
- 7 Check the Street Collections file monthly to chase up the Forms of Statements as required.

On Receipt of the Form of Statement:

- 7 Check: - forms adequately completed.
- certified by a qualified accountant or approved independent responsible person.
- any expenses indicated are permitted.

***Additional Collection Dates**

A Principal Environmental Health Officer only may, at their discretion, authorise the issuing of permits for days other than Saturdays in case of exceptional circumstances.

★Enquiries for Next Calendar Year

Where organisation request dates well in advance for the next calendar year confirmation is sent via form SC004 copies of which are kept to update Street Collection Diary Board for the appropriate year once it is produced.

Summary

This procedure outlines the types of street collections that require permits and how such permits are issued.

Associated Procedures and Documents

- [SC002](#) Application for Permission to hold a Street Collection.
- [SC003](#) Street Collection permit.
- [SC004](#) Street Collection 2000 (acknowledgement).
- [SC005](#) Street Collection. Form of Statement.
- [SC006](#) Street Collection Diary Forms/Board.
- [SC007](#) Regulations made by West Wiltshire District Council with regard to Street Collections.

Revisions

Date	Revision by	Reason