



Basingstoke
and Deane

**BASINGSTOKE AND DEANE BOROUGH
COUNCIL**

STREET COLLECTIONS POLICY



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1 **Introduction**

- 1.1 Basingstoke and Deane Borough Council is responsible for issuing permits for street charitable collections within the Borough.
- 1.2 Charitable street collections are regulated under The Police, Factories, etc (Miscellaneous Provisions) Act 1916 which regulates collections of money or sales of articles for charitable purposes in street and public places.
- 1.3 The Act allows Local Authorities to make Regulations in respect of the administration of charitable street collections. The regulations made by Basingstoke and Deane Borough Council can be found at section 3.
- 1.4 The aim of this policy is to provide guidance on the law relating to charity street collections and how Basingstoke and Deane Borough Council administers application for permits when applying the law and regulations and to ensure fairness to charities.
- 1.5 This policy will be subject to regular review and approval as required.

2 **Policy Objectives**

- 2.1 The policy aims are:
 - To ensure applications are made in a timely manner whilst setting out a clear and robust application process.
 - To ensure impartiality and fairness in determining applications
 - To accommodate applications where possible having regard to other activities occurring at locations applied for to avoid conflict.
 - To prevent nuisance or other detrimental impacts on the public using the streets.
 - To ensure that all monies collected are rigorously handled, transferred and accounted for.

3 DEFINITIONS

‘Charity’ – An institution which

- a) Is established for Charitable purposes only, and
- b) Falls to be subject to the control of the high court in the exercise of its jurisdiction with respect to charities.

‘Charitable Purpose’ -

- a) The prevention of relief or poverty
- b) The advancement of education
- c) The advancement of religion
- d) The advancement of health or the saving of lives
- e) The advancement of citizenship or community development
- f) The advancement of the arts, culture, heritage or science
- g) The advancement of amateur sport
- h) The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
- i) The advancement of environmental protection or improvement
- j) The relief of those in need by reason of youth, age, ill health, disability, financial hardship or other disadvantage
- k) The advancement of animal welfare
- l) The promotion of the efficiency of the armed forces of the Crown, or of the police, fire and rescue services or ambulance services

‘Promoters’

- a) A person or organisation who causes others to act as collectors

4 **BASINGSTOKE AND DEANE BOROUGH COUNCIL**
STREET COLLECTION REGULATIONS

Made in pursuance of Section 5 of the
Police, Factories etc Miscellaneous Provisions Act 1916

In these Regulations, unless the context otherwise requires:

1. **COLLECTION** means a collection of money or articles for the benefit of charitable or other purposes and the word **COLLECTOR** shall be construed accordingly.

PROMOTOR means a person who causes others to act as collectors.

THE LICENSING AUTHORITY means Basingstoke & Deane Borough Council.

PERMIT means a permit for 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 Basingstoke Borough unless a promoter shall have obtained from the Licensing Authority, a permit.
3. Application 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; provided that the Licensing Authority may reduce the period of one month if satisfied that there are special reasons for doing so.
4. No collection shall be made except upon the day and between the hours stated on the permit.
5. The Licensing Authority may, in granting a permit, limit the collection to such streets or public places or such parts thereof, as it thinks 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 on being requested to do so by a duly authorised officer of the Licensing Authority 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 Licensing Authority may, if it thinks fit, allow a collection to take place on the said carriageway where such collection had 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 collection shall importune any person to the annoyance of such person.
 10. While collecting:
 - a) a collector shall remain stationary and
 - b) a collector or two collectors shall not be nearer to another collector than 24 metres, provided that the Licensing Authority may, if it thinks fit, waive the requirement of the Regulation in respect of a collection which had been authorised to be held in connection with a procession.
 11. 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.
 12.
 - a) Every collector shall carry a collecting box.
 - b) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent their being opened without the seal being broken.
 - c) All money received by a collector from contributors shall immediately be placed in a collecting box.
 - d) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.
 13. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit, nor any collecting box which is not duly numbered.

14. a) Subject to paragraph b) below, a collecting box shall be opened in the presence of a promoter and another responsible person.
- b) Where a collection box is delivered, unopened, to a bank it may be opened by an official of the bank.
- c) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount, with the number of the collecting box, on a list which shall be certified by that person.
15. a) No payment shall be made to any collector.
- b) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of, services connected therewith, except such payments as may have been approved by the Licensing Authority.

FINANCIAL RETURN

16. (1) **WITHIN ONE MONTH AFTER THE DATE OF A COLLECTION**, the person to whom the permit has been granted shall forward to the Licensing Authority:
- a) a **STATEMENT** in the form set out in the Schedule to these Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such a collection, and certified by that person and a **QUALIFIED ACCOUNTANT**.
- b) A list of the collectors.
- c) A list of the amounts contained in each collecting box.
- and shall, if required by the Licensing Authority, satisfy it as to the proper application of the proceeds of the collection.
- (2) The said person shall also, within the same period, at the expense of that person and after a qualified accountant has given his certificate under paragraph (1) (a), publish in such newspaper or newspapers as the Licensing Authority may direct, a statement showing the name of the person to whom the permit has been 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 amount of the expenses any payments incurred in connection with such collection.

(3) The Licensing Authority may, if satisfied that there are special reasons for doing , 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 of Scotland

The Institute of Chartered Accountants in Ireland

The Association of Certified Accountants

17. These regulations shall not apply:

a) in respect of a collection taken at a meeting in the open air or

b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.

18. Any person who acts in contravention of any of the foregoing Regulations shall be liable on summary conviction to a fine not exceeding fifty pounds.

5 Administration of applications for charity Street Collection permits

Basingstoke and Deane Borough Council acknowledges the need for charities to raise much needed funds to support valuable causes by a variety of methods. Charity street collection permits will be granted whenever possible, subject to any limitations or restrictions detailed within this policy.

- 5.1 Any cash collection, undertaken in any street or public place, should be licensed by way of a permit from the relevant Local Authority in accordance with the Police, Factories, etc (Miscellaneous Provisions) Act 1916 as amended by the Local Government Act 1972.
- 5.2 Street is defined in the Act as follows. *“Street” includes any highway and any public bridge, road, lane, footway, square, court, alley, or passage, whether a thoroughfare or not.*
- 5.3 The regulations under which permits are issued can be found at section 4 on page 5–8. These are in place to ensure that collections do not result in nuisance or annoyance to the public and local businesses and to provide an audit trail in respect of the allocation of donations.
- 5.4 Charitable collections in stores, supermarkets or on private land do not require a Street Collection permit from the council. Collections will usually require the permission from the store or private land owner to allow the collection to take place.
- 5.5 The Council does not issue permits to collect in any of the following privately owned shopping centres

Festival Place The Malls

or where a collection is proposed to take place within premises privately owned where public access can be restricted by the owner, such as retail shops and other privately owned business premises.

In such cases permission will be required from the site Management Company.

- 5.6 Top of Town area- The ‘Top of the Town’ area includes Market Place, Winchester Street, London Street, Wote Street and (upper) Church Street. This location is also the site for the regular and seasonal markets.
- 5.7 Only one cash charity collection permit per month will be granted for this area. Charities will be restricted to one collection per year. No charity

- collection permits are granted for any day that a Market event is taking place. The regular market occurs on Wednesdays and Saturdays and on other days leading up to Christmas. Further seasonal and international market events occur on other days throughout the year. Applicants are expected to check whether a market is present on dates before making an application. Market dates can be obtained by contacting the council's market operator 'Hughmark' at www.hughmark.co.uk or by phoning them on 0118 945 1799.
- 5.8 Remainder of the borough – All public streets in the borough will be restricted to one collection per month and no charity will be granted with a permit to collect in the same street more than once in any six month period.
- 5.9 Pre booking - The council will accept written requests to check availability and provisionally reserve a date and location prior to applying. This should be undertaken where possible by emailing licensing@basingstoke.gov.uk expressing the date requested. Only one proposed collection date per email will be acknowledged to ensure fairness to all charities. Alternatively applicants may write to the Licensing Team at the address at the end of this Policy document. Once a date has been provisionally reserved an application form must be received within 10 working days or the provisional reservation will be cancelled.
- 5.14 Applications will only be accepted on the council issued application form available by downloading from the council's website at www.basingstoke.gov.uk or by online application through www.gov.uk. All applications must be submitted no later than one month before the requested date of collection.
- 5.15 Each application allows a request for one collection date only. No bulk booking of future dates will be accepted on multiple or simultaneous applications. This is to ensure a fair booking process and allow availability of dates to a wider range of charities.
- 5.16 Where applications are made for collections along a route, such as in a procession, full details of the route and number of collectors must be provided.
- 5.17 Successful applications will result in permits being issued where possible, within 10 working days of receipt of the completed and valid application form.
- 5.18 Where applications are submitted in response to national or international disasters shorter application and determination periods will be allowed wherever possible and on a case by case basis.

- 5.19 The council may wish to make additional checks on a particular charity or promoter named on an application and reserves the right to do so. Enquiries may also be made with the Police and the Charity Commission where it is deemed appropriate.
- 5.20 The council may, if necessary consult with other council teams for example (but not restricted to); Highways, Street Cleansing and Property services to ensure that an application will not impact on highways safety and cleanliness or conflict with any other events occurring.
- 5.21 The legislation does not include any statutory criteria for the approval or rejection of an application for a permit. The granting or refusal of an application will be at the council's discretion having regard to the individual application, the date and any potential impact with other activities and the history of conduct during previous charity collections made by the applicant.
- 5.22 Where a financial return is not received within the 28 days required in the Regulations detailed on page 6, no further permits will be granted until such time as financial return is up to date. Where an applicant fails to comply with the regulations in respect of financial returns on two occasions, the council reserves the right to refuse any subsequent request for a permit by that applicant.
- 5.23 The council may also choose to refuse an application for one or more of the following reasons:
- i) The collection is considered not to be for charitable purposes
 - ii) The application contravenes the provisions of the street collection legislation and regulations
 - iii) To limit the number of collections
 - iv) The proceeds allocated for expenses is considered to be too high
 - v) inaccurate information was provided on the application
 - vi) the promoter or any other person involved has been convicted of certain criminal convictions, in particular offences of dishonesty, theft, blackmail or fraud.

A permit may be revoked after issue for any of the above or other relevant reasons.

- 5.22 It is the council's intention to support, as far as reasonably possible; all applications for charitable collections save for any restrictions or other relevant matters within this policy.

- 5.23 Collections made by direct debit - Charity collections made by direct debit only do not fall within the scope of the Act or the Regulations. For the 'Top of the Town' area **only**, the council operates a voluntary code of conduct for charities wishing to collect in this area. Details of the voluntary code of conduct can be found at page 13. Only one direct debit collection permit will be granted at the Top of the Town. Charities will be restricted to one collection per year.
- 5.24 It is expected that all charities wishing to collect funds by means of direct debit in the Top of Town area will sign up to and adhere to the council's voluntary code of conduct for direct debit collections and apply for a permit.

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CODE OF CONDUCT FOR CHARITY COLLECTORS

COLLECTING BY DIRECT DEBIT

Basingstoke –Top of the Town area

1. The 'Top of the Town' is the area inclusive of Winchester Street, Market Place, London Street, Church Street and Wote Street.
2. Permission is granted for a maximum of 4 collectors to work in the area 'The Top of the Town' on the allocated date. Only 2 collectors allowed in any one street at a time.
3. Only one direct debit collection allowed per month in the 'Top of Town' area.
4. Permission will be issued on a first come, first served basis but with provision that if a collection has previously been carried out in the area for the same charity within the previous six months, priority would be given to another charity who hadn't yet collected within that time period. Basingstoke & Deane Borough Council (BDBC) will aim to confirm two weeks prior to the date requested. This would be with the exception of national emergencies to which all priorities would be given.
5. Bookings for direct debit collections will be taken a minimum of 28 days prior to the dates required and a maximum of 3 months in advance.
6. The name of the charity and their charity number must be given at the time of request.
7. Requests must be made on official application forms and signed to say the collectors abide by the code of conduct.
8. BDBC request the right to obtain copies of the solicitation statement.
9. When collecting, members of the public should not be harassed, pressurized or misled.
10. Collectors must always respect the public and behave appropriately.
11. No promoter, collector or person who is otherwise connected to the collection shall permit a person under the age of sixteen years to act as a collector.

12. The public has the right to request permission to see the permit at any given time during the collection to ensure the appropriate measures have been taken.
13. BDBC has the right to refuse a permit.
14. I.D should always be worn for verification purposes.
15. Security at all times is maintained when handling personal details.
16. A full and accurate report is made when a member of the public has felt the need to complain and the details passed onto the Licensing Team at BDBC.

Enquiries to: The Licensing Team, Basingstoke & Deane Borough Council, Civic Offices, London Road, Basingstoke, Hants. RG21 4AH. Telephone 01256 844844 [Email: licensing@basingstoke.gov.uk](mailto:licensing@basingstoke.gov.uk)