



**Police, Factories etc (Miscellaneous Provisions) Act 1916
Application for a street collection permit for charitable or other purposes**

A permit is required by anyone wishing to collect money or items in the street for charitable or philanthropic purposes under the Police, Factories, &c. (Miscellaneous Provisions) Act, 1916. This applies to collections in the street, outside shops, and in any public/private space which members of the public have free access to. Collections that go into shops or from business to business would require a House to House Collection Licence.

Street Collection Permits will be issued subject to model regulations contained within Schedule to the Charitable Collections (Transitional Provisions) Order 1974 (SI 1974 No 140) which include the regulations that no person under the age of 16 can act as a collector and that all collections must be in sealed containers.

Street Collection Permits may only be issued to one charity per day in each town centre/High Street except in exceptional circumstances such as national or international disasters, national arranged collections where flag days run over more than one day, and local festivities that involve whole towns or villages.

Any expenses taken from donations must be limited to a maximum of 25%.

To apply for a permit complete the application form and return it to;

Licensing.team@threerivers.gov.uk

Alternatively the form can be returned to:

Licensing Department
Three Rivers District Council
Three Rivers House
Northway
Rickmansworth
Hertfordshire
WD3 1RL

There is no fee payable for a permit. A return will have to be submitted within one calendar month of the collection showing how much was raised and how the money collected was distributed.

Consideration and determination of your application and service standards

The process of consideration and determination of your application will normally take approximately 14 days. We do request though that applications are received at least 1 calendar month before the proposed collection date. The council operates a diary booking system on a "first come first served" basis for the allocation of street collection date(s) in order to ensure that all charities have equal access to their preferred collection dates and that members of the public are not inundated by persons collecting in one specific area at any one time.

I hereby apply for a permit authorising me to promote the collection of which particulars are given below

1. Name of Applicant	
2. Address of applicant	
3. Email Address	
4. Daytime Telephone Number	
5. Mobile Number	
6. Name of Charity to benefit together with details of the registration number given by the Charity Commissioners (a copy of the agreement or particulars of any contract with the beneficiary should be enclosed)	
7. Area where collection is to take place	
8. Approximately how many people will be collecting?	
9. Date(s) of collection	
10. Proposed hours of operation (please specify times during day when collections will take place using 24 hour clock e.g. from 08:30 until 17:30 hours)	
11. Will all the money collected be donated to the Charity details at no.6 above? If no, state how proceeds will be allocated in no.12	
11. Is it proposed to collect other property as well as/instead of money? If so, of what nature and is it proposed to sell such property or to give it away or to use it?	
12. Is it proposed that remuneration should be paid out of the proceeds of the collection - (a) to collectors? (b) to other persons? If so, at what rates and to what classes of persons?	

13. Has an application been made for a permit in any other area? If so, please give details	
14. Have you or anyone connected with the proposed appeal: (i) been refused a permit/licence in respect of any collection for charitable purposes? (ii) Had a permit/licence refused, amended or revoked by any local authority? (iii) been convicted or have enquiries pending for offences of dishonesty?	
15. Is it proposed to promote this collection in conjunction with a house-to-house collection? If so, is it desired that the accounts of this collection should be combined wholly or in part with the account of the street collection?	

Declaration

I declare all information provided is true and complete. I have read and agree to abide by the Three Rivers District Council Street Collections Regulations. I have received permission from the charity/organisation/beneficiary named to act on its/their behalf.

Signature of applicant..... Date.....

Printed name.....

The authority is under a duty to protect public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public fund. For more information please see the Audit Commission website.

We are striving to become entirely paperless and are therefore phasing out paper correspondence in favour of electronic communication and documents. Please provide an email address that we can use to correspond with you and to which we can send your documents:

Email address*: _____

*required

DATA PROTECTION
Please see our Privacy Notice at <https://www.threerivers.gov.uk/privacy-notice>

THREE RIVERS DISTRICT COUNCIL

REGULATIONS MADE BY THE THREE RIVERS DISTRICT COUNCIL WITH REGARD TO STREET COLLECTIONS

1. In these regulations, unless the context otherwise requires -

“collection” means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word “collector” shall be construed accordingly;

“promoter” means a person who causes others to act as collectors;

“the licensing authority” means the Three Rivers District Council;

“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 area of the Three Rivers District Council 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 so doing.

4. No collection shall be made except upon the day and between the hours stated in 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 a 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 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 such 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 licensing authority may, if it thinks fit, waive the requirements of this Regulation in respect of a collection which has 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. (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 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 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. (1) Subject to paragraph (2) below, a collecting box shall be opened in the presence of a promoter and another responsible person.

(2) Where a collecting box is delivered, unopened, 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 contents and shall enter the amount 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 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.

16. (1) Within one month after the date of any collection the person to whom a 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 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) above, 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 and payments incurred in connection with such collection.

(3) The licensing authority may, if satisfied that there are special reasons for so 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 of £25 for the first or subsequent offence.

The Criminal Law Act 1977 Section 31, sub-sections (5)-(9), has increased the penalties prescribed under Section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916, and the fine will be increased to £25 for a first or subsequent offence.

These provisions will be brought into force by the operation of the Criminal Law Act 1977 (Commencement No 5) Order 1978 (1978 No 712).