

# STREET COLLECTION POLICY



## Charitable Street Collections

This document sets out the policy that Worcester City Council (The Council) will use when determining applications for street collection permits issued under Section 5 of the Police Factories, etc (Miscellaneous Provisions) Act 1916 (as amended by the Local Government Act 1972).

### Introduction

Raising money or selling goods for charity in the street or any other public place requires permission from the Council. These collections (usually referred to as “street collections”) most commonly take the form of a collector asking members of the public to make a donation in a collecting box.

### Policy Aims

The aim of this policy is to ensure the proper administration of charitable street collections which will:

- Protect the interest of both public donors and beneficiaries
- Facilitate well-organised collections by bona fide charitable institutions and ensure that good standards are met
- Prevent unlicensed collections

### Policy Objectives

In order to achieve its aims the Council has identified the major issues and sought to tackle them through this policy with the intention of:

- Ensuring impartiality and fairness in determining applications
- Provide equal opportunity for would-be collectors
- Ensuring money is collected securely and proceeds accounted for
- Avoid causing undue nuisance to the public
- Setting a fair maximum limit for applicants
- Achieving a fair balance between local and national causes

The Council has taken the decision to limit the number of collections which take place within the district, so as to avoid any undue nuisance to members of the public visiting and working in the city.

## **Direct Debit Collections**

Direct Debit Collections are where pledges are collected for direct debit donations. This type of collection does not require permission from the Local Authority as there are no legal provisions for these types of collections.

In an attempt to regulate the frequency and location of Direct Debit collections the Council has entered into a voluntary agreement with the Public Fundraising Regulatory Association (PFRA). The PFRA control and regulate all Direct Debit street collectors and collection companies within the UK.

A copy of the Council's voluntary site agreement with the PFRA can be viewed on the Council's Website <http://www.worcester.gov.uk>.

## **Applications**

Applications for a street collection permit should be made to Worcester City Council and in line with current regulations should be submitted a minimum of one month prior to a collection taking place.

No guarantee can be given that an organisations preferred collection date will be available or be allocated to that organisation.

Applications will normally be granted on a first come first served basis.

## **Appeals**

Where a street collection application has been refused, the applicant will receive in writing full reasons why the permit will not be issued.

There is no formal right of appeal against any decision made by the Council to grant or refuse an application for a street collection permit, other than by way of Judicial Review.

However in the interest of fairness an applicant can request for a decision to be reviewed by the Licensing and Environmental Health Committee.

## **Departure from this policy**

In exercising its discretion in carrying out its regulatory functions in respect of street collections, the Council will have regard to this policy document.

Notwithstanding the content of this policy, each application will be considered on its own merits.

Where there are clear and compelling reasons the Licensing and Business Support Manager in consultation with the Chairman of the Licensing and Environmental Health Committee may authorise a departure from the policy having regard to all the circumstances (e.g. the collection will benefit good local causes, local hospices etc, or nationwide campaigns such as Remembrance Day or urgent appeals for recent large scale disasters).

## STREET COLLECTION POLICY

Worcester City Council licenses collections of money for charitable purposes in the street in Worcester, any application received by the Council for street collection permits will be determined in accordance with the following policy:

1. All street collection permit applications received by the Council will be considered and determined by Worcestershire Regulatory Services Licensing Office on behalf of The Council, under delegated powers.
2. Each application will be considered on its own merits.
3. Applicants must comply with the Council's street collection regulations.
4. Charities must be registered with the Charity Commission, or be a charitable organisation based in/around Worcester.
5. A maximum **35** street collection permits shall be granted by the Council in any one calendar year.
6. Once the limit of 35 street collections permits has been reached, any additional applications received by the Council shall be referred to, and determined by, the Licensing and Environmental Health Committee. The Committee will assess individual applications and may issue further street collection permits where deemed appropriate.
7. If more applications are received by the Council than there are dates available, priority consideration will be given to local charities, or local branches of national charities.
8. A street collection permit will only be granted to those organisations which have submitted their latest financial returns in accordance with the Council's street collection regulations and such returns are considered to be satisfactory.
9. Street collections will not normally be permitted on Mondays, Wednesdays, Fridays and Sundays.
10. Not more than one street collection shall normally be permitted in any one week.
11. Only one street collection permit will normally be issued to any charitable or like organisation in any one calendar year.
12. Direct Debit Street Collections are regulated in accordance with the Council's voluntary site management agreement with the Public Fundraising Regulatory Association (PFRA).