

# STREET COLLECTION PERMIT

## DEFINITION

The collection of money or sale of articles for the benefit of charitable purposes in any street or public place have a permit from the Local Authority.



## LEGISLATION/GUIDANCE

Street Collections Permits are granted in accordance with the Police, Factories, etc (Miscellaneous Provisions) Act 1916, as amended by the section 251 and schedule 29 of the Local Government Act 1972 and governed by the Home Office model Street Collection Regulations as adopted by the North Devon District Council.



The exemptions to this are:

- A collection taken at a meeting in the open air.
- The selling of articles in any street or public place when the articles are sold in the ordinary course of trade.



It is the North Devon District Council's policy to permit only one street collection per parish per week. The only exceptions to this are as follows:

- In the month of December an unrestricted number of street collections are permitted as long as no more than one-organisation collects at any one time.
- Collections are permitted in Barnstaple on two Tuesdays per month at the discretion of the Chairman of the relevant Council Committee. This is subject to consideration being given to charitable organisations not having the benefit of a Street Collection Licence for another date and to applications not being considered more than one month in advance of the required collection date.
- Carnival week.



## GENERAL INFORMATION

- No person may assist or take part in any collection without the written authority of the permit holder.
- No collection shall be made in a manner likely to inconvenience or annoy any person.
- Whilst collecting a collector shall remain stationary and a collector or two collectors together shall not be nearer to another collector than 25 meters.
- No permit holder, collector or person otherwise connected with the collection shall allow a person under the age of 16 to act as a collector. If the Council is satisfied that it is reasonable in the circumstances of a particular collection it may permit persons of 14 years or more to act as collectors provided that collectors under 16 years are accompanied by an adult.
- No payment shall be made to any collector.

- no payment shall be made out of the proceeds of the 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 Council.



## **PROCEDURE**

### **Stage 1**

To apply for a Street Collection Permit applicants must correctly complete the application form and return it to the Licensing Team at the Council with any relevant literature.

The application for a permit must be made in writing no later than one month before the date of the proposed collection, unless the Council is satisfied that there are special circumstances.



### **Stage 2**

The Licensing Team will consult with the relevant Parish/Town Council. If there are objections to the application it may be referred to the relevant Council Committee.



### **Stage 3**

On successful completion of the application the Local Authority will issue the permit. No collection shall be made except upon the day and the hours specified on the permit.



### **Stage 4**

Within one month of the date of the collection, the person to whom the permit was granted shall forward the following to the Licensing Team:

- An account of the proceeds of the collection which has been certified by that person and either a qualified accountant or independent responsible person acceptable to the Council.
- A list of collectors.
- A list of the amounts contained in each collecting box.



## Stage 5

Permit holders are required to publish at their own expense, an account of the collection proceeds in a local newspaper (North Devon Journal or North Devon Gazette and Advertiser). This must include:

- The name of the person to whom the permit was 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
- The amount of the expenses and payments incurred in connection with the collection.

A copy of the article must be forwarded to the Licensing Team.



## FURTHER INFORMATION

- If you have any further queries regarding this matter please contact The Licensing Team, Environmental Health, North Devon Council, Civic Centre, Barnstaple, Devon, EX31 1EA, or telephone 01271 388870 or email: [ehdirect@northdevon.gov.uk](mailto:ehdirect@northdevon.gov.uk)
- We welcome your comments on how we can improve the way we deliver our services. If you have any comments, compliments or feel you need to complain about our service delivery, please write to Mr Jeremy Mann, the Environmental Health Manager at North Devon Council, Civic Centre, Barnstaple, Devon, EX31 1EA.
- Please note that the Council has a set procedure for dealing with complaints. You will be advised of the outcome of the investigation, together with what action the Council proposes to take.