



## STREET COLLECTIONS - NOTES FOR GUIDANCE

### Collectors

1. Collectors must be authorised, in writing, by the permit holder. Collectors must be able to produce this permit for inspection by the Council's Licensing Team or by a policeman.
2. **Collectors may not receive payment for collecting and must be over 16 years of age.** In addition, they must:
  - a) Remain stationary, standing on the pavement (provided one is available) at least 25 metres away from any other collector (except that collectors can work in pairs).
  - b) Ensure that they do not inconvenience or importune others in a way which annoys them.
  - c) Be provided with a numbered and sealed collecting box which shows clearly the name of the charity or fund which is to benefit from the collection.
  - d) Ensure that all money is put into the collecting box immediately it is received.
  - e) Deliver the collecting box, unopened, to the permit holder at the end of the collection.

### Counting the Money

1. Every box must be opened and counted in the presence of the permit holder **and** another responsible person. Alternatively, they may be opened and counted by a bank official.
2. As soon as the money in a box has been counted, the number of the collection box and the total amount it contained must be recorded.
3. When all the money has been counted the permit holder must provide, **within one month of the collection taking place**:
  - a) The completed return form provided with the collection permit which shows the total amount collected and any expenses or payments made.

This form must be countersigned by a qualified accountant **or** another independent responsible person as auditor.
  - b) A list of collectors showing the number of the collection box issued and the amount collected in each box.
  - c) A copy of a bank paying in slip or a receipt which shows that the proceeds have been paid to the appropriate charity or fund.
  - d) A copy of an article which has been published in a local newspaper showing the amount collected in aid of the charity concerned. Alternatively, the Council will accept a copy of a letter to the editor of a local newspaper requesting this information to be published.