

## **B&NES Street Collection Regulations**

### **1 Definition of Terms**

Collection:	Collection of money, or sale of articles, for the benefit of charitable or other (non-profit) purposes.
Collector:	Person acting on behalf of the promoter to collect money.
Promoter:	The permit holder, responsible for the collection and its adherence to these Regulations.
Licensing Authority:	Bath & North East Somerset Council.
Permit:	The permit issued by the Licensing Authority to authorise a collection.
Contributor:	Any person who gives money (as a donation or a purchase) to a collection.
Collecting Box:	Sealed, numbered container that collectors must use to store collected money.

### **2 Permits**

Collections cannot be held in any street/public place within the Bath & North East Somerset area unless a promoter has obtained a permit from the Licensing Authority. This does not apply to collections taken at open air meetings.

### **3 Applications**

- a) Application for a permit must be made in writing (including electronic formats) not later than one month before the date the promoter hopes to hold the collection. The licensing authority may reduce the period of one month if satisfied that there are special reasons for so doing.
- b) The Licensing Authority may refuse applications to hold collections, where application is made otherwise than in accordance with this policy.
- c) An appeal against a refusal may be made to the manager of the Licensing Services. This does not however limit the right of an applicant to make an application for judicial review or to make a complaint to the Local Government Ombudsman.

#### **4 Charities/Funds**

It is not compulsory for collections to be held on behalf of a registered charity, but the fund must be non-profit-making. In addition, the following reasons will be taken into account as to whether the collection is unsuitable and whether applications should be rejected:

- a) Objections by Avon & Somerset Constabulary.
- b) Complaints about previous collections held by the promoter.

#### **5 Date and Time**

Collections must be made only on the day and between the hours stated in the permit.

#### **6 Location**

The Licensing Authority may choose to limit the collection to a set location, and will specify this location in the permit. The collection may only be held in this area.

#### **7 Collectors**

- a) No person may assist or take part in the collection without the written authority of the promoter.
- b) Collectors must produce a copy of the permit for inspection on request by a police officer or a duly authorised officer of the Licensing Authority.

#### **8 Obstructions of the Carriageway**

Collections cannot be made in any part of the carriageway of any street with a footway. The Licensing Authority may, if it thinks fit, allow a collection to take place on this carriageway if the collection is to be held in connection with a procession.

#### **9 Collectors and Members of the Public**

- a) No collection shall be made in a manner likely to inconvenience or annoy and collectors must not harass any person.
- b) Collectors must remain stationary while collecting.
- c) A collector (or two collectors together) must not be nearer than 25 metres to another collector.

If the collection is to be held in connection with a procession, the Licensing Authority may choose to waive the requirements of Regulations 9b and 9c.

## **10 Age of Collectors**

No promoter, collector or person who is otherwise connected with a collection shall allow a person under the age of sixteen years to act as a collector.

## **11 Collecting Boxes**

- a) Every collector must carry a collecting box.
- b) All money received by a collector must be immediately placed in a collecting box.
- c) All collecting boxes must prominently display the name of the charity/organisation/fund to benefit.
- d) All collecting boxes must be numbered consecutively.
- e) All collecting boxes must be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.
- f) Every collector shall deliver, unopened, all collecting boxes in his possession to the promoter.
- g) Collecting boxes can only be opened in the presence of the promoter and another responsible person.
- h) If a collecting box is delivered, unopened, to a bank, an official of the bank may open the collecting box.
- i) As soon as a collection box has been opened, the person opening it must count the contents and enter the amount with the number of the collecting box on a list. That person must then certify this list.

## **12 Payments**

- 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 the collection for, or in respect of, services connected, unless payments approved by the Licensing Authority.

### **13 Returns (Forms of Statement)**

- a) Within one month after the date of the collection, the promoter must forward the following documentation to the Licensing Authority:
  - i) A Form of Statement showing the amount received and the expenses and payments incurred in connection with the collection, certified by the promoter and a qualified accountant (or other responsible person) as an accurate financial account of the collection.
  - ii) A list of the collectors.
  - iii) A list of the amounts contained in each collecting box.
- b) If required by the Licensing Authority, the promoter must satisfy it as to the proper application of the proceeds of the collection.
- c) The Licensing Authority may, if satisfied there are special reasons for so doing, extend the period of one month referred to in Regulation 13a.

### **14 Exemptions from these Regulations**

Collections taken at an open-air meeting are exempt from these Regulations.

### **15 Breach of these Regulations**

Any person who acts in contravention of any of these regulations shall be liable on summary conviction to a fine not exceeding Level 1 on the Standard Scale.

### **16 Permitted Areas**

Collections for Bath city centre are authorised for the following streets only:  
Bath North - Burton Street, Northgate Street, High Street and Union Street

Bath South - Stall Street, Southgate Street and Abbey Churchyard (This does not include the Southgate Shopping precinct which is private land. You will require permission from the Southgate Management team at [info@southgatebath.com](mailto:info@southgatebath.com) if you wish to use their land).

Collections on the pedestrianised area outside Sainsbury's /The Hollies (Midsomer Norton collections) are not permitted.