

BOLTON METROPOLITAN BOROUGH COUNCIL

NOTES FOR GUIDANCE IN RESPECT OF STREET COLLECTIONS OR SALES

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Licensing Team, Ground Floor, Bolton Town Hall, Bolton BL1 1RU
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1. INTRODUCTION

These notes are for guidance only and are not exhaustive, reference should also be made to the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 as amended by the Local Government Act 1972 and the Byelaws made thereunder.

2. CORRESPONDENCE

All correspondence should be addressed to THE LICENSING TEAM, GROUND FLOOR, BOLTON TOWN HALL, BOLTON BL1 1RU.

3. TELEPHONE ENQUIRIES

Telephone enquires should be made by telephoning a direct line to the Licensing Unit- 01204 336584

4. PERSONAL VISITS

You can contact the Licensing Team on 01204 336584 to make an appointment if you want an officer to check through your application. The Licensing Team address is Ground Floor, Bolton Town Hall, Bolton BL1 1RU.

5. A STREET COLLECTION

The Acts of Parliament and Byelaws give the Local Authority power to regulate collections made in the street for charitable purposes. House to House collections are regulated separately and “notes for guidance” LG401 are available from the Licensing Unit on request.

6. VARIOUS DEFINITIONS

“Collections”	means a collection of money or sales of articles for the benefit of charitable or other purposes.
“Promoter”	means a person who causes others to act as collectors.
“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.

7. RESTRICTION

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 Borough unless a promoter has obtained from the council a permit.

8. COLLECTORS & METHODS OF COLLECTION

- (a) Collectors must be issued with and carry the written authority of the promoter**
- (b) Written authorities must be produced to an authorised officer of the council or a police constable on demand.**
- (c) A collection must not be made:-**
 - (i) In the carriageway of any street without the authority of the council (i.e in connection with a possession); and**
 - (ii) in a manner likely to inconvenience or annoy any person; and**
 - (iii) outside the date and hours stated on the permit, and**
 - (iv) outside the area stated on the permit.**
- (d) While collecting, a collector:-**
 - (i) must not importune any person; and**
 - (ii) must remain stationary;**
 - (iii) or two collectors together must be 25 metres or more from other collectors.**

9. PROCESSIONS

The council may waive items (d) (ii) and (iii) above, if it thinks fit, in respect of authorised processions.

10 AGE OF COLLECTORS

Collectors must be aged 16 years or over.

11. COLLECTING BOXES

- (c) Every collector must:-**
 - (i) carry a collecting box, duly numbered and sealed; and**
 - (ii) deliver the box, unopened, to the promoter after the collection.**

- (b) All collecting boxes must be:-**
 - (i) numbered consecutively; and**
 - (ii) securely closed and sealed in such a way as to prevent them being opened without the seal being broken.**
- (c) All money received from a contributor must be placed immediately in the collecting box.**
- (d) All collecting boxes and receptacles or trays must display prominently the name of the charity or fund which is to benefit.**

9. OPENING OF COLLECTING BOXES

- (a) A collecting box must be opened in the presence of the promoter and an Independent responsible person EXCEPT when the box is delivered to a Bank unopened by an official of the Bank.**
- (b) The person opening the box must:-**
 - (i) count the contents; and**
 - (ii) enter the amount with the number of the box on a list and then certify that list.**

10. PAYMENTS TO COLLECTORS ETC

- (a) No Payment must be made:-**
 - (i) to any collector; or**
 - (ii) to any other person connected with the promotion or conduct of the collection, out of the proceeds of the collection, without the approval of the council.**

11. RETURN OF ACCOUNTS

- (a) Within ONE MONTH of the date of collection, the person to whom the permit was granted, must forward to the council.**
 - (i) a statement on form LG304 (or in a form to the like effect) certified by that person and a qualified accountant, or another independent Responsible person; and**
 - (ii) a list of the amounts contained in each box; and**
 - (iii) a list of the collectors.**

Form LG304 has space for the inclusion of items (i) and (iii) above, but a separate list will be acceptable.

- (b) If required to do so by the council, the permit holder must satisfy it as to the proper application of the proceeds of the collection.**

12. PUBLICATION OF ACCOUNTS

Within ONE MONTH of the date of the collection the person to whom the permit was granted must publish, at his own expense, in the Bolton News, as statement showing:-

- (i) the name of the person to whom the permit was granted; and
- (ii) the area to which the permit relates; and
- (iii) the name of the charity or fund to benefit; and
- (iv) the date of the collection; and
- (v) the amount collected; and
- (vi) the amount of expenses and payments incurred in connection with the collection.

13. APPLYING FOR A PERMIT

Application for a street collection is made on form LG302, available from the Licensing Unit.

Applicants are advised to enquire if the date or dates required are available before submitting the form.

The application must be received at least one month prior to the date of the collection.

If everything is in order a permit will be issued.