

Knowsley MBC Charitable Collections Policy

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1 Introduction

- 1.1 Knowsley Metropolitan Borough Council acting as the Licensing Authority regulates charitable collections in the street and also house to house collections. Some matters relating to these collections are at the discretion of the Council and it is important that the Council has a policy regarding these matters.

2 Policy Objectives

- 2.1 This policy is designed to ensure that:
- Applications are made in a timely way, neither too early nor too late.
 - Ensuring impartiality and fairness in determining applications.
 - Accommodating all eligible requests, subject to capacity, and bearing in mind that certain days and locations are especially sought after.
 - Providing equality of opportunity for perspective collectors.
 - To avoid causing nuisance to the public.
 - Setting fair maximum limits for one applicant.
 - Achieving a fair balance between local and national causes.

3 Street Collections

- 3.1 The Licensing Authority grants permits for collections made in 'any street or public place' for 'charitable or other purposes' in accordance with Section 5 of the Police, Factories, and & c. (Miscellaneous Provisions) Act 1916.
- 3.2 'Street' is defined as including any highway and any public bridge, road, lane, footway, square, court, alley or passage whether a thoroughfare or not.
- 3.3 A 'public place' is defined as places where public have access and will include shopping centres and the entranceways to shops. The foyer of a supermarket could be considered to be behind closed doors therefore would only require the consent of the manager, however if the collection also took place outside or in the car park, a licence would be required.
- 3.4 Permit holders are not restricted to the collection of money only - they can also sell articles on behalf of a charity.
- 3.5 To support the control of street collections taking place the Council has passed regulations and these are shown at Annex A. Failure to comply with these regulations can render a person liable on summary conviction to a fine not exceeding £200.00.

4 Street Collection Applications

- 4.1 There must be a minimum of 1 months notice given between the application and the proposed date of collection. This requirement may be reduced if the Authority is satisfied that there are special reasons for so doing. For example where a major charitable need has suddenly arisen, which could

not have been foreseen and that requires urgent assistance, e.g. natural disaster relief aid.

- 4.2 Where the collection is to take place in a shopping centre, retail park or private land, written permission from the centre/site manager or land owner must be sent with the application. An application received without such permission will be deemed incomplete and rejected.
- 4.3 If the collection is to be held within a Town Centre, the Licensing Team may consult with the relevant Town Centre Manager before considering the application.
- 4.4 Tacit approval applies to this type of application. This means that an applicant will be able to act as if the application has been granted if they have not heard from the Licensing Authority by the end of the target completion date of 21 days.
- 4.5 Which organisation is granted a permit will be determined on a first come first served basis, although preference will be given to local charities or charities with a local connection. Exceptions to this will be for national charities whose collections are linked to specific dates in the year and to whom preference will be given e.g. Children in Need, Royal British Legion and Christian Aid Week.
- 4.6 Applications for permits or waivers will not be considered more than twelve months in advance of the proposed start date of the collection.
- 4.7 Whilst the Council does not place a specific limit on the number of collections a particular charity may apply for in a calendar year, applications will be monitored. If Officers form the opinion that an excessive number of collection permits are being applied for by one charity, this charity's applications may be referred to the Licensing Sub-Committee for consideration. The Sub-Committee may then consider placing a restriction on the number of permits that may be granted to this charity.
- 4.8 Street Collections will generally only be permitted within town centres, retail parks or retail unit car parks. Other roads or private land may be considered for the granting of a collection permit, but this will be on the merits of the application and the nature and locality where the collection will be undertaken.
- 4.9 A maximum of two charities shall be allowed to collect within any one locality on any one day. The locality will be determined by the Licensing Officer having regard to each application. Where an applicant seeks a permit to cover multiple locations with several collectors, the Licensing Authority may limit the number of permits to one.
- 4.10 Permits to collect will only be granted for periods not exceeding seven consecutive days with a period of seven clear days between permits. This requirement may be waived in exceptional circumstances at the discretion of the Director of Regulation and Enforcement.

- 4.11 At the discretion of the Director of Regulation and Enforcement permits may be limited to such streets or public places or such parts thereof as is considered appropriate.
- 4.12 Applications to collect in order to raise funds for the purpose of financing personal expeditions will not be permitted, even where a proportion of the funds raised are donated to charity.
- 4.13 Where the Regulations allow the Council to waive particular requirements, any request by an applicant for such a waiver must be made in writing to the Licensing Authority.
- 4.14 Moving collections such as carnival processions and other similar events which involve collecting from the public along a route will require a Street Collection Permit.
- 4.15 The applicant must forward a financial return form to the Licensing Authority within one month of the date of collection showing details of the monies collected. Regulation 17 details the procedure for submitting these returns and the form of statement is attached at Annex B. No further permits will be issued to any applicant that has failed to forward the financial return form in respect of previous collections.
- 4.16 Where an application for a permit is refused by an Officer, the applicant will have a right of appeal to the Council's Licensing Sub-Committee.

5 House to House Collections

- 5.1 House to House collections are controlled by the House to House Collections Act 1939 and the House to House Collections Regulations 1947, as amended. These attached at Annex C.
- 5.2 As a general rule, house to house collections for charitable, benevolent or philanthropic purposes, whether or not the purpose is charitable within the meaning of the rule of law are required to be licensed by the authority.
- 5.3 The definition of 'collection' extends beyond requests for money, to include the sale of magazines, requests for unwanted clothing and household items, visits to persuade persons to buy goods etc, where any part of the proceeds may go to charity.
- 5.4 A collection for a charitable purpose cannot be made unless the provisions of the Act and the Regulations are complied with, otherwise an offence may be committed. If any person or organisation promotes a charitable collection then they must have a licence to do so.
- 5.5 Anyone acting as a collector where there is not a licensed promoter also commits a criminal offence. Offences are punishable by penalties ranging from a fine of up to £200.00 or in some cases up to six months imprisonment and a fine of up to £1,000.
- 5.6 The only exception to the general rule is organisations that have been granted an Exemption Certificate by the Cabinet Office under the provisions of the House to House Collections Act 1939. This Certificate allows an organisation to collect in an area without applying for a licence. The organisation must

inform the Licensing Authority of the dates and areas of any planned collections. Details of exempted organisations can be found on the Cabinet website.

6 House to House Collection Applications

- 6.1 An application for a house to house collection licence shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection. This requirement may be waived in exceptional circumstances by the Director of Regulation and Enforcement.
- 6.2 The following information must be submitted with the application:
- Literature about the organisation
 - Copy of the published accounts for the collecting organisation for the previous financial year
 - If the applicant is not an official of the organisation, a letter from the charitable organisation authorising the applicant to undertake a collection on their behalf
 - Any agreement or contract details with the registered charity or individual benefiting from the collection
- 6.3 If further information is requested from the applicant to assist in the determining of the application, this must be provided in a timely fashion. Failure to do so will result in a delay to consideration, or refusal of the application.
- 6.4 Tacit approval does not apply to this type of application. It is in the public interest that the authority must process your application before it can be granted. .
- 6.5 Charities must be registered with the Charity Commission or a charitable organisation based in/around Knowsley.
- 6.6 Wherever possible, no more than one organisation will be permitted to collect in the same area on the same day. Applications will be dealt with on a first come first served basis.
- 6.7 In general, organisations will not be permitted to hold more than two collections throughout the Borough or part thereof during one calendar year.
- 6.8 To avoid the prospect of multiple collections being made in any one day, the Council will not grant licences for a period of twelve months. To give sufficient time to undertake a collection, it will be the policy of the Council not to grant licences for periods in excess of 14 days unless the Director of Regulation and Enforcement is satisfied that exceptional circumstances exist.
- 6.9 The applicant must forward a financial return form to the Licensing Authority within one month of the date of collection showing details of the monies collected. No licence will be issued to any applicant that has failed to forward the financial return form in respect of previous collections.

- 6.10 If the application indicates the organisation has been refused a licence to carry out a house to house collection by another Local Authority, unless there are special circumstances for the refusal, the application will normally be refused.
- 6.11 If an organisation is found to have carried out unlicensed collections, no licences will be granted to that organisation until a period of at least three years has passed without further contraventions.
- 6.12 The Licensing Authority can refuse or revoke a licence for a number of reasons:
- If too high a proportion of the proceeds are to be spent on expenses
 - If not enough of the proceeds are to be given to the charity or cause
 - If incorrect information was provided on the application form
 - If the promoter or any other person involved in the collection has been convicted of certain criminal offences, e.g. burglary, blackmail or fraud
 - If the grant of the licence would be likely to facilitate the commission of an offence under section 3 of the Vagrancy Act 1824
 - If the applicant or holder of the licence has failed to exercise due diligence to ensure that the collectors are fit and proper, to ensure compliance with the provisions of the House to House regulations or to prevent prescribed badges or certificates of authority being obtained other than by authorised persons

In relation to the above reasons for refusal or revocation of permission, the following additional notes are included for guidance:

6.13 Amount devoted to charity

- 6.13.1 The grounds of refusal by the Licensing Authority, as set out in the 1939 Act, of an application for a licence include where the total amount likely to be applied for charitable purposes as a result of the collection is inadequate in proportion to the value of the proceeds likely to be received (including any proceeds already received). For the purposes of assessing this, the Council will consider each application on its merits. In particular the Council recognises that cost of collection of goods such as textiles by a commercial operator in partnership with a charity can vary. For this reason the Council will not apply fixed minimum percentages of the total value of goods collected to be applied to charitable purposes.
- 6.13.2 In order to assess the level of proceeds going to charitable purposes consideration will be given to:
- a) The costs involved with making the collection (e.g. transport/materials/remuneration);
 - b) The revenue generated from the goods collected;
 - c) The level of proceeds from the collection that will be donated to the nominated charity; and
 - d) The annual accounts submitted in terms the general performance of the collecting organisation in relation to points (a) – (c) above.

6.14 Fit and proper person

6.14.1 The grounds of refusal include where the applicant is not a fit and proper person by virtue of having been convicted of certain offences. The general policy of the Council will be that anyone convicted of one of the specified offences shall not be granted a licence or shall have their licence revoked. The specified offences are:

- Offences under sections forty-seven to fifty-six of the Offences against the Person Act 1861 (robbery, burglary, and blackmail)
- Offences in Scotland involving personal violence or lewd, indecent, or libidinous conduct, or dishonest appropriation of property
- Offences under the Street Collections Regulation (Scotland) Act 1915
- Offences under section five of the Police, Factories Etc. (Miscellaneous Provisions) Act 1916
- Any offence which necessarily involved a finding that the applicant acted fraudulently or dishonestly

6.15 Exercising due diligence

6.15.1 Where the applicant for or the holder of a licence fails to exercise due diligence in ensuring that collectors authorised by him were or are fit and proper persons, then the Council may refuse to grant the licence or may revoke the licence. It is the policy of this Council that, where the Council is satisfied that due care or diligence has not been exercised, a licence will be refused or revoked.

6.16 Additional information

6.16.1 Where the applicant or the holder of a licence refuses or neglects to provide the Council with such information as the Council reasonably requires, then the Council will normally refuse the application.

6.16.2 Where an application for a permit is refused by an Officer, the applicant will have a right of appeal to the Licensing Sub-Committee.

7 Cold Calling

7.1 Applicants should be aware that No Cold Calling zones are being developed in the borough. The purpose of the zones is to discourage cold callers from specific residential areas usually a street or small cluster of houses. The zones provide householders with the opportunity to collectively discourage the often unwelcome practice of cold calling. The zones are visibly identified by overt signs and by each resident displaying a sticker on their door. Residents are given information on how to deal with cold callers should the signs be ignored and they are instructed to notify KMBC Trading Standards should this occur.

7.2 Individual residents who are not part of a collective No Cold Calling Zone may also indicate through the use of signs and stickers that they do not want to receive cold calls. In all case collectors must not call at these properties. If they do it will be considered a breach of the Consumer Protection from Unfair Trading Regulations 2008 and a breach of this policy.

- 7.3 Where the authority receives negative feedback in respect of collections taking place at unsociable hours, or with regard to undue pressure/misrepresentation by agents; and/or receives complaints about calls to properties displaying such a sticker, consideration will be given to the refusal of future applications or revocation of the current certificate.
- 7.4 Information relating to the current location of No Cold Calling Zones in the borough can be obtained from contacting Knowsley Trading Standards on Tel: 0151 443 4738 or by emailing sue.kesler@knowsley.gov.uk

8 Sharing Information

- 8.1 The Council will share with other enforcement bodies information supplied by applicants, or acquired in the course of exercising licensing functions, where it is lawful to do so. In particular, personal information will only be disclosed in accordance with the Data Protection Act 1998. This may include requests from the Audit Commission or other regulatory agencies where this is necessary for the detection or prevention of crime or required by law or in connection with legal proceedings.

9 Standards

- 9.1 The Licensing Authority recommends that all organisations adhere to the Code of Practice set out by Fundraising Regulator. A copy of the code of practice along with guidance notes can be found at <https://www.fundraisingregulator.org.uk/code-of-fundraising-practice/code-of-fundraising-practice/>
- 9.2 The Licensing Authority acknowledges that collections of direct debit details in the street are not regulated by the 1916 Act. However, such collectors are advised to consider the code of practice set out by Fundraising Regulator referred to above.
- 9.3 Similarly, the Licensing Authority determines that house to house collections of direct debit details are outside the scope of the 1939 Act. However, such collectors are again advised to consider the code of fundraising practice referred to above. The Licensing Authority will not accept House to House collection application for direct debit collections. However, applicants are advised to inform Knowsley Trading Standards department of their intention to collect via email – sue.kesler@knowsley.gov.uk

10 Monitoring and Compliance

- 10.1 It is recognised that well directed monitoring and compliance and enforcement activity by the Council benefits not only the public but also responsible collectors.
- 10.2 The Council will operate a proportionate monitoring and compliance regime in accordance with the Council's relevant policies.

10.3 The general enforcement aims of the Licensing Authority are to:

- Safeguard the interests of both public donors and beneficiaries
- Facilitate well organised collections by bona fide charitable institutions and to ensure that good standards are met
- Prevent unlicensed collections from taking place

11 Decisions

11.1 In exercising its discretion in carrying out its regulatory functions, Knowsley Council will have regard to this Policy document and the principles set out therein.

11.2 Notwithstanding the existence of this Policy each application will be considered on its own merits based on the licensing principles detailed in this Policy.

11.3 Where it is necessary for the Council to depart substantially from this Policy, clear and compelling reasons for doing so must be given. The Director of Regulation and Enforcement may authorise a departure from the policy in accordance with this section if he/she considers it necessary in the specific circumstances.

12 Review of the Policy

12.1 This Policy will be reviewed every five years. In addition to the five-yearly reviews, the policy will continue to be evaluated and may be updated at any time. Any changes to this policy must be agreed by the Licensing Committee, unless this function is delegated to an appropriate officer.

13 Appeals

13.1 Street Collections

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. However, in the interests of fairness if an organisation wishes to lodge a request for a decision to be reviewed then the matter should be put in writing to the Director of Regulation and Enforcement, and the matter will be brought before the next available Licensing Sub-Committee for determination.

13.2 House to House Collections

- There is a right of appeal to the Minister for the Cabinet Office against the decision of the Licensing Authority to refuse an organisation a licence to hold a house to house collection or to revoke such a licence.
- Appeals should be made in writing to:
Office of the Civil Society,
2nd Floor, Admiralty Arch, South Side
The Mall
London
SW1A 2WH
- An appeal must be lodged within 14 days of the date on which Notice of refusal or revocation was given to the applicant or licence holder.

14 Fee Structure

- 14.1 There is no power within the legislation to make a charge for the processing of Street Collection permits or House to House Collection licences.

15 Contacts

Licensing Service
Knowsley MBC
2nd Floor,
Yorkon Building
Archway Road
Huyton
L36 9FB
Tel: 0151 443 2300
e-mail: licensing@knowsley.gov.uk
www.knowsley.gov.uk

KNOWSLEY METROPOLITAN BOROUGH COUNCIL

Regulations made by Knowsley Metropolitan Borough Council with regard to street collections.

In pursuance of section 5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916, as amended by section 251 and Schedule 29 to the Local Government Act 1972, Knowsley Metropolitan Borough Council hereby makes the following regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within Knowsley to collect money or sell articles for the benefit of charitable or other purposes:

1. In these Regulations, unless the context otherwise requires -

"collection" means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word "collector" shall be construed accordingly;

"promoter" means a person who causes others to act as collectors;

"the licensing authority" means the Council of the Borough of Knowsley;

"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 from contributors.

2. 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 of Knowsley unless a promoter shall have obtained from the licensing authority a permit.
3. Application for a permit shall be made in writing not later than one month before the date on which it is proposed to make the collection:

Provided that the licensing authority may reduce the period of one month if satisfied that there are special reasons for so doing.

4. No collection shall be made except upon the day and between the hours stated in the permit.
5. The licensing authority may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.
6. (1) No person may assist or take part in any collection without the written authority of a promoter.
(2) Any person authorised under paragraph (1) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the licensing authority or any constable.

7. No collection shall be made in any part of the carriage way of any street which has a footway:

Provided that the licensing authority may, if it thinks fit, allow a collection to take place on the said carriage way where such collection has been authorised to be held in connection with a procession.

- 8.** With regard to each collection, where the collection involves the sale of goods:
- (1) Only those goods specified in the application form and approved in writing by the licensing authority may be sold.
 - (2) Prior approval must have been obtained in writing from The Chief Executive (Borough Solicitor) for the erection of any structures from which to carry out the sale.
 - (3) The collectors shall ensure that they and their goods do not obstruct the highway.

9. No collection shall be made in a manner likely to inconvenience or annoy any person.

10. No collector shall importune any person to the annoyance of such person.

11. While collecting -

(a) a collector shall remain stationary; and

(b) a collection or two collectors together shall not be nearer to another collector than 25 metres:

Provided that the licensing authority may, if it thinks fit, waive, in writing, the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.

12. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector provided that the Council may permit persons of fourteen years of age or more to act as collectors where it is satisfied that it is reasonable in the circumstances of a particular collection and that collectors under sixteen years of age will be accompanied by an adult.

13. (1) Every collector shall carry a collecting box.

(2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.

(3) All money received by a collector from contributors shall immediately be placed in a collecting box.

(4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.

14. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit nor any collecting box which is not duly numbered.

15. (1) Subject to paragraph (2) below a collecting box shall be opened in the presence of a promoter and another responsible person.

(2) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of that bank.

(3) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that person.

16. (1) No payment shall be made to any collector.
- (2) 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 such collection for, or in respect of, services connected therewith, except such payments as may have been approved by the licensing authority.
17. (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to the licensing authority -
- (a) a statement in the form set out in the Schedule to these Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such collection, and certified by that person and a qualified accountant or an independent responsible person acceptable to the licensing authority;
- (b) a list of the collectors;
- (c) a list of the amounts contained in each collecting box;

and shall, if required by the licensing authority, satisfy it as to the proper application of the proceeds of the collection.

- (2) The said person shall also, within the same period, at the expense of that person and after the person responsible has given his certificate under paragraph (1) (a) above, publish in such newspaper or newspapers as the licensing authority may direct a statement showing the name of the person to whom the permit has been 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 and the amount of the expenses and payments incurred in connection with such collection provided that the Council may, if it thinks fit, waive the requirements of the sub paragraph in respect of a collection in which the total amount collected does not exceed £150.
- (3) The licensing authority may, if satisfied there are special reasons for so doing extend the period of one month referred to in paragraph (1) above.
- (4) The said person shall also supply such other information which the licensing authority may reasonably require in order to satisfy itself that statutory/regulatory requirements are being complied with.
- (5) For the purpose of this Regulation "a qualified Accountant" means a member of one or more of the following bodies:-
- the Institute of Chartered Accountants in England and Wales;
- the Institute of Chartered Accountants of Scotland;
- the Association of Certified Accountants;
- the Institute of Chartered Accountants in Ireland.

18. These regulations shall not apply -

- (a) in respect of a collection taken at a meeting in the open air; or
- (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.

- 19.** Where there is evidence that any applicant for a permit has previously been granted a permit and
- (1) has failed to submit statements of account to the licensing authority within the period specified in Regulation 17 or
 - (2) has deducted or intends to deduct expenses in excess of 25% of the amount collected

then the authority may require a full explanation for this and reserves the right to refuse to grant any further permit in such circumstances unless a full explanation is given and the Licensing authority is satisfied as to the reasons given by the applicant.

SCHEDULE

FORM OF STATEMENT

Name of the person to whom the permit was granted

Address of the person to whom the permit was granted

Name of the charity or fund which is to benefit

Date of Collection.....

Show nil entries

Proceeds of Collection	Amount	Total	Expenses and Application of Proceeds	Amount	Total
From Collecting Boxes			Printing and Stationery		
Interest on proceeds			Postage		
Other Items:-			Advertising		
.....			Collecting Boxes		
.....			Badges		
			Emblems		
			Other Items:-		
				
				
			Payments approved under Regulation		
			16 (2) Disposal of		
			Balance (insert particulars)		
TOTAL	£		TOTAL	£	

Certificate of the person to whom the permit was granted

I certify that to the best of my knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

DateSigned.....

Certificate of Accountant

Or

Independent Person acceptable to Knowsley Metropolitan Borough Council

I certify that I have obtained all the information and explanations required by me and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection.

DateSigned.....

Qualifications

**HOUSE TO HOUSE
COLLECTIONS ACT 1939**

**House to House Collections Regulations 1947
(as amended)**

The above Act and the Regulations made thereunder contain important provisions for THE REGULATION OF HOUSE TO HOUSE COLLECTIONS FOR CHARITABLE PURPOSES, and prescribe FINES AND/OR IMPRISONMENT for offences against the Act or the Regulations.

1. Except in the cases specified in Paragraphs 3 and 4:-
No collection in any locality for a charitable purpose may be made unless the promoter is licensed by the Licensing Authority for the area comprising that locality, and the collectors are authorised by the promoter.
2. Application for a licence must be made in the prescribed manner. The Licensing Authority cannot grant a licence for a period longer than twelve months and may refuse a licence, or where granted, may revoke it, in circumstances specified in the Act.

There is a right of Appeal to the Secretary of State against the refusal or the revocation of a licence, within fourteen days from the date on which notice is given of the refusal or the revocation.

3. Where the Secretary of State is satisfied that **a person pursues a charitable purpose throughout the whole, or a substantial part, of England and Wales, and is desirous of promoting collections for that purpose**, the Secretary of State may by Order direct, in effect, that such person shall be exempt from the requirement to obtain licences from the Licensing Authority, as respects all collections for that purpose in such localities as may be described in the Order.
4. **If the Chief Constable** for the Police Area comprising a locality in which a collection for a charitable purpose is being, or proposed to be, made **is satisfied that the purpose is local in character, and that the collection is likely to be completed within a short period**, he may **grant** to the person who appears to him to be principally concerned in the promotion of the collection a **Certificate** in the prescribed form; and where a Certificate is so granted, a Licence from the Licensing Authority is not required, and the provisions of the Regulations (as to which see Paragraph 5 below) shall not apply to a collection made in conformity with such Certificate.
5. Regulations have been made by the Secretary of State under the Act. The Regulations include the following, amongst other provisions -
 - (a) Every promoter of a collection must exercise all due diligence to secure that persons authorised to act as collectors are fit and proper persons; and to secure compliance by collectors with the Regulations.
 - (b) **No promoter of a collection shall permit any person to act as a collector unless he has issued to that person -**
 - (i) **a prescribed Certificate of Authority;**
 - (ii) **a prescribed Badge;** and
 - (iii) if money is to be collected, a **Collecting Box** marked, or a **Receipt Book** (with receipts and counterfoils or duplicates consecutively numbered) marked on every receipt, with a general indication of the purpose of the collection, and a distinguishing number.
 - (c) In the case of a collection in respect of which a Licence has been granted, **every prescribed Certificate of Authority shall be given on a form obtained from H.M. Stationery Office, and every prescribed Badge shall be so obtained.**
 - (d) No person **under the age of 16 years**, shall act or be authorised to act as a collector

of money.

- (e) No collector shall importune any person to the annoyance of such person, or remain in, or at the door of, any house if requested to leave by any occupant thereof.
- (f) The promoter of a collection must, within one month of the expiry of the licence, furnish an account of the collection in the form prescribed to the licensing authority or the Secretary of State, as the case may be.

DEFINITIONS

6. **“Charitable Purpose”** means any charitable, benevolent, or philanthropic purpose.
“Collection” means an appeal to the public, made by means of visits from house to house, to give, **whether for consideration or not, money or other property**; and **“Collector”** means a person who makes the appeal in the course of such visits.
“House” includes a place of business.
“Proceeds” means, in relation to a collection, all money **and all other property given, whether for consideration or not**, in response to the appeal.
“Promoter” means a person who causes others to act as collectors for the purposes of the collection.

FURTHER INFORMATION

7. For further information, reference should be made to the Act and Regulations which are obtainable from H.M. Stationery Office, P.O. Box 276, London, SW8 5DT, or through any bookseller.