

Borough Council of
**King's Lynn &
West Norfolk**



Street Collection Regulations

Confirmed by the Secretary of State on 19th May 1981

Environmental Health – Licensing
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Borough Council of Kings Lynn and West Norfolk

Regulations made by the Borough Council of King's Lynn & West Norfolk Borough Council with regards 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, West Norfolk 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 the Borough of West Norfolk to collect money or sell articles for the benefit of charitable or other purposes:-

1. In these regulations unless the context otherwise requires –

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| “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; |
| “Permit” | means a permit for collection; |
| “Contributor” | means a person who contributes to a collection and includes a purchaser or 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 Council of West Norfolk unless a promoter shall have obtained from the West Norfolk Borough Council 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 collection, **provided that the Borough Council of King's Lynn & West Norfolk 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 Borough Council of King's Lynn & West Norfolk 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 Borough Council of King's Lynn & West Norfolk or any constable.

7. No collection shall be made any part of the carriageway of any street, which has a footway, **provided that the Borough Council of King's Lynn & West Norfolk may, if it thinks fit, allow a collection to take place on the said carriageway where such collection has been authorised to be held in connection with a procession.**

8. No collection shall be made in a manner likely to inconvenience or annoy another person.

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

10. While collecting:-

- a) A collector shall remain stationary; and
- b) A collector or two collectors together shall not be nearer to another collector than 25 meters:

Provided that the West Norfolk Borough Council may, if it thinks fit, waive the requirement of this regulation in respect of a collection which has been authorised to be held in connection with a procession.

11. No promoter, collector or person who is otherwise connected with a collection, shall permit a person less than 16 years of age to act as a collector.

12. (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 the collecting box.

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

13. 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.

14. (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 the bank.

(3) As soon as the 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.

15. (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 Borough Council of King's Lynn & West Norfolk.

16. (1) within one month after the date of any collection the person to whom a permit has been granted shall forward to the West Norfolk Borough Council:-
- (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 a collection, and certified by that person and either a qualified accountant or an independent responsible person acceptable to the Borough Council of King's Lynn & West Norfolk;
 - (b) A list of collectors;
 - (c) A list of the amounts contained in each collection box;

And shall, if required by the Borough Council of King's Lynn & West Norfolk, satisfy it as to the proper application of the process of the collection.

- (2) The said person shall also, within the same period, at the expenses of that person and after the certificate under paragraph (1)(a) above has been given, publish in such a newspaper or newspapers as the West Norfolk Borough Council 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 collection, the amount collected, and the amount of the expenses and payments incurred in connection with such collection.
- (3) The West Norfolk Borough Council may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraph (1) above.
- (4) For purposes 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 Chartered Accountants;
 - The Institute of Chartered Accountants in Ireland

17. 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.

These regulations shall come into operation upon the expiration of the period of one month beginning with the date on which they are confirmed by the Secretary of State. They shall have effect in substitution for those contained in the Schedule to the Charitable Collections (Transitional Provisions) Order 1974 and adopted by the West Norfolk Borough Council on 11th March 1974, which, as having effect by virtue of that adoption, are hereby revoked.

Schedule Form of Statement

Name of 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:					
Proceeds of collection	Amount	Total	Expenses & Application of proceeds	Amount	Total
From collection boxes			Printing & Stationary		
Interest on proceeds			Postage		
Other items:-			Advertising		
			Collecting boxes		
			Badges		
			Emblems		
			Other items:-		
			Payments approved under Regulations 15(2) Disposal of Balance (inset 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.

Signed..... Date.....

Certificate of Accountant or other responsible person

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

Signed..... Date.....

Qualifications..... (As per paragraph 16(4))