

## WARWICK DISTRICT COUNCIL

### Regulations made by Warwick District 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, Warwick District 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 Warwick District 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;

"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 Warwick District 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 Warwick District Council may reduce the period of one month if satisfied that there are special reasons for doing so.

4. No collection shall be made except upon the day and between the hours stated in the permit.

5. The Warwick District Council may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.

6. a) No person may assist or take part in any collection without the written authority of a promoter.

b) 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 Warwick District Council or any constable.

7. No collection shall be made in any part of the carriageway of any street, which has a footway;

Provided that the Warwick District Council 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 any 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 metres.

Provided that the Warwick District Council may, if it thinks fit, waive the requirements 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 under the age of sixteen years to act as a collector. Provided that the Warwick District 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.
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 a 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 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.
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 Warwick District Council.
16. (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to the Warwick District 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 Warwick District Council,
- (b) a list of the collectors;
- (c) a list of the amounts contained in each collecting box; and shall, if required by the Warwick District Council satisfy it as to the proper application of the proceeds of the collection.
- (2) The Warwick District Council may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraph (1) above.
- (3) 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 Institution 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.

**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 Postage Advertising		
Interest on proceeds			Collecting Boxes Badges		
Other items:- ..... .....			Emblems ..... .....		
			Payments approved under Regulations (15 (2))		
			Disposal of Balance (insert particulars)		
<b>TOTAL</b> £			<b>TOTAL</b> £		

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.

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

Certificate of Accountant or Independent Person acceptable to the Warwick District 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.

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

Qualifications.....

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 and all other street collection Regulations in the Warwick District area are hereby repealed with effect from the date on which these Regulations come into force.

Dated this            day of            2003

The Common Seal of            )  
WARWICK DISTRICT COUNCIL    )  
was hereto affixed in         )  
the presence of                )  
    Authorized Officer

The Secretary of State this day confirmed the foregoing Regulations and directed that the same should be published by the insertion of an announcement in 2 successive issues of 2 newspapers circulating in the Warwick District area stating that such Regulations have been made and confirmed and that copies can be obtained on application to Colin Tubbs, Senior Committee Services and Licensing Officer, Members' Services, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5HZ.

Home Office  
Active Community Unit  
Allington Towers

Dated .....

**Margaret Vallance**  
Head of the Income and Regulation Team  
On Behalf of the Secretary of State