



GUIDANCE NOTES FOR STREET COLLECTIONS POLICE, FACTORIES &c (MISCELLANEOUS PROVISIONS) ACT 1916 S.5

1. Permits for street collections in the City of London are granted by the Local Authority "The Common Council" under the provisions of the above act. Chief Promoters must ensure that the collection is conducted in accordance with the regulations enclosed.
2. Written application for a permit should be made on the prescribed form ***not later than the first day of the month preceding the month in which it is proposed to hold the collection.***
3. Full details of three persons who will be jointly responsible for the street collection must be included on the application form which may be obtained from the Port Health & Public Protection Director (as at 22).
4. Organisations that have not previously held a collection in the City of London are required to forward literature regarding the aims and objectives of the charity or fund, the organisation's current annual report and the last accounts of a similar collection held in another area, if applicable.
5. Applicants not directly in the employ of the benefiting charity/fund must provide an authorisation letter from the relevant organisation giving them permission to organise a street collection on their behalf within the City of London on the date nominated.
6. Permits are issued for Tuesdays or Fridays on a first come first served basis and each organisation is permitted one collection per year subject to availability of dates.
7. The locality of the collection may be limited on grant to such districts, streets or public places or such parts thereof as directed and the collection should be made during the hours of daylight only. Separate permission is required to collect on rail stations or private business premises and consent should be obtained from the appropriate authorities.

8. Each collector is to be a fit and proper person of good character and no person under the age of 16 years shall be permitted to act as a collector excepting in accordance with the provisions of Regulation 12.
9. No payment by way of reward shall be made to any collector and no payments from the proceeds of a collection may be made either directly or indirectly to any persons connected with the promotion or conduct of such collection or in respect of services connected therewith unless approved.
10. No collector shall importune any person to the annoyance of such person, which effectively means tin rattling and shouting should be avoided and no collection shall be made in a manner likely to cause danger, obstruction or inconvenience to any person.
11. No collection shall be made in the carriageway of the street, excepting in accordance with the provisions of Regulation 11. A collector shall remain stationary and not be within 25 metres of another.
12. No collector shall be accompanied by an animal. However consideration will be given to the use of guide dogs on request.
13. No person may assist or take part in any collection unless in possession of a written authority signed on behalf of the Chief Promoter and must produce that authority on request of any constable. A specimen of the authority issued to collectors should be forwarded to the Port Health & Public Protection Director before the collection takes place.
14. Every collector shall carry a collecting box securely closed and sealed to prevent it being opened without breaking the seal and all monies shall be placed therein. Every collecting box shall be delivered unopened to a promoter.
15. Every collecting box, receptacle or tray must prominently display the name of the benefiting charity or fund thereon. Every collecting box must be duly numbered and the name of the person to whom issued shall be entered on a list.
16. Every collecting box shall be opened in the presence of a promoter and another responsible person. The number of the collecting box and contents therein shall be entered on a list and certified by that person. Boxes delivered unopened to a bank may be opened by a bank official and certified.
17. Prescribed form of accounts (on Schedule 2 enclosed) must be submitted to the Port Health and Public Protection Director (as at 22) within three months of the collection date. The accounts must be certified by at least two of the Chief Promoters and by a qualified accountant (viz: FCA, ICA or ACA). A list of collectors names and amounts contained in each collecting box is also required to be submitted with the accounts.

18. Chief Promoters are reminded they are required to publish, in an approved newspaper (at their own expense) the results of the collection in prescribed statement form as shown at Regulation 18(2). Not later than seven days after publication and within three months of the collection date a copy of the newspaper should be forwarded to the Port Health and Public Protection Director (as at 22).
19. The newspaper used for the statement should have a circulation within the City of London, NB: That a published editorial which incorporates the prescribed statement may be free of charge. Contact editors for further details.
20. Expenses are monitored and should be kept to the bare minimum, in order that the maximum proceeds of the collection may be applied directly to the central cause of the appeal.
21. High expense ratios may preclude the granting of future permits and promoters are requested to endeavour to keep expenses below 5%. On a first time collection when boxes need to be purchased this ratio may rise to 10%. Any expense ratio above 10% is sharply questioned and promoters are reminded that extraneous expenses should be financed by donations or central funds. A list of activities is enclosed that may assist in funding additional expenses.
22. Further advice may be obtained by emailing licensing@cityoflondon.gov.uk
Please return the completed application form and supporting documents to:

**Licensing
Port Health & Public Protection Director
City of London Corporation
PO Box 270
Guildhall
London
EC2P 2EJ**