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## STREET COLLECTION REGULATIONS

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### Copy of Regulations made by Kirklees Metropolitan Council with regard to Street Collections and approved by the Home Office on the 20<sup>th</sup> August 1982

In pursuance of section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916, as amended by section 251 and Schedule 29 of the Local Government Act 1972, Kirklees Metropolitan 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 Metropolitan District of Kirklees 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;  
“**collection 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 Kirklees 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 doing so.

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 an authorised officer of the licensing authority 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 licensing authority 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 collection 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 licensing authority may, if it thinks fit, waive the requirements of the 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 16 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 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 Kirklees Council.
16.
  - (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to Kirklees 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 Kirklees Council;

- (b) a list of collectors;
- (c) a list of the amounts contained in each collecting box; and shall, if required by the Kirklees Council, 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 either a qualified accountant or an independent responsible person has given his certificate under paragraph (1)(a) above, publish in such newspaper or newspapers as Kirklees 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 the collection, the amount collected and the amount of the expenses and payments incurred in connection with such collection.

(3) Kirklees Council may, if satisfied there are special reasons for doing so, extend the period of one month referred to in paragraph (1) above.

(4) For the 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 Certified Accountants
- The Institute of Chartered Accountants in Ireland

(5) If a collection results in a sum of £100 or less being collected the Council may, if it thinks fit, waive the requirement in paragraph (1) (a) above that the statement of accounts shall be certified by a qualified accountant and substitute therefore a certificate signed by an independent responsible person acceptable to the Council, provided also that the Council may, having examined the statement of accounts, insist on the requirements of paragraph (1) (a) must be strictly observed.

17. These Regulations shall not apply -
- (a) In respect of a collection taken at a meeting in the open air;
  - (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.
18. Any persons who act in contravention of any of the foregoing Regulations shall be liable on summary convictions to a fine not exceeding Level 1 on the standard scale in the case of a first or subsequent offence. 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 having effect in the District of Kirklees are hereby repeated with effect from the date on which these Regulations come into force.

**IN TESTIMONEY** whereof the Corporate Common Seal of the council of the Borough of Kirklees was hereunto affixed this Twelfth day of July One Thousand Nine Hundred and eight Two in the presence of:-

J Wood  
Mayor

M. R. G. Vause  
Chief Legal and Administrative Officer

The Secretary of state this day confirmed the foregoing Regulations and directs that the same should be published by the insertion of an announcement in two successive issues of two newspapers circulating in the Kirklees Metropolitan district stating that such Regulations have been made and confirmed and that copies can be obtained on application to Kirklees Metropolitan Council.

G. I. Deney  
An Assistant Under-secretary of State

Home Office  
Queen Anne's Gate  
LONDON S.W.1

20<sup>th</sup> August 1982