



READING BOROUGH COUNCIL

APPLICATION FOR A STREET COLLECTION PERMIT

S.5 POLICE, FACTORIES, ETC. (MISCELLANEOUS PROVISION) ACT 1916

Please read the enclosed Street Collections Policy and Street Collections Regulations carefully before completing the application form. When you have completed the application form, detach it and retain the policy document and Street Collections Regulations for your reference. Please ensure that all your collectors are aware of the regulations under which they will be collecting.

Please note that if you have previously been granted a Street Collection Permit by Reading Borough Council, another permit will not be granted until we have received your "Form of Statement" in respect of that collection.

Please enclose with your application an example of the written authority you will issue to your collectors. (see Regulation 6.1).

APPENDIX 1

Street Collection Policy

1. Aim of Policy

“To control the numbers and locations of street collections in order to maximise the benefits to the collectors and minimise nuisance to residents and visitors to Reading.”

2. Policy

2.1 That the Town Centre is defined as the streets of Reading contained within The Inner Distribution Road, Caversham Road, Vastern Road, Watlington Street and Queen’s Road.

2.2 That for the purposes of the granting of Street Collection Permits the Town Centre is divided into three areas. The first area being Broad Street eastwards from the junction with West Street to the junction with King Street, the second area being the entire length of Friar Street and Town Hall Square and the third area being a single collector only in St. Mary’s Churchyard under the circumstances outlined at 2.6 below. No permits will be issued for any other street within the Town Centre except in circumstances as at policy 2.3 below. Collections can also be made in Caversham (excluding the shopping precinct) and Tilehurst (excluding the shopping precinct)

2.3 That Street Collection Permits in respect of an application for the Town Centre will be granted only for one of the three areas as at 2.2 unless the collection is to be made in connection with a procession, parade or race when a permit may be granted for all or part of the route, or in connection with a promotion approved by Reading Promotion Unit when a permit may be issued for the location at which the promotion is taking place, or for a collection within an enclosed shopping mall as at 2.5 below.

2.4 The use of tables, stalls, trailers, vehicles, animals or other displays or advertising in connection with a Street collection will not be permitted unless the collection is part of a separate promotion or activity approved by the Reading Promotions Unit.

2.5 That Street Collection Permits may be granted for any other area within the Borough, including enclosed shopping malls within the Town Centre with the consent of the management, provided that no more than one collection per day is permitted in any one place.

2.6 That a Street Collection Permit for St. Mary’s Churchyard, St. Mary’s Butts will be granted only for a single collector, in conjunction with a musical entertainment if desired, provided that the approval of the Vicar of St. Mary’s is obtained by the applicant.

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STREET COLLECTION REGULATIONS

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 Reading Borough Council;
 - “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 Reading 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 collections 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 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 a 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 licensing authority may, if it thinks fit, waive the requirements of this Regulations 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.
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 persons 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.

16. (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;
 - (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 a qualified accountant has given his certificate under paragraph (1) (a) above, publish in such newspaper 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.
- (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) 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 of England and Wales;

the Institute of Chartered Accountants of Scotland;

the Associations of Certified 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.
18. Any person who acts in contravention of any of the foregoing regulations shall be liable, on summary conviction, to a fine not exceeding two hundred pounds or, in the case of a second or subsequent offence, not exceeding two hundred pounds.