



STREET COLLECTION PERMIT APPLICATION FORM

Name of Charity which is to benefit:

Registered Address of Charity:

Object of Charity:

Purpose of Collection:

Is the Charity/ registered with the Charity Commission?

YES/NO

If so, give Registration No:

Charity web site address:

Name of Applicant:

Position in Society:

Address:

e-mail address:

Where an e-mail address is provided we will send all correspondence about this application and any permit granted to this e-mail address. Please let us know if you would prefer communication by post.

Daytime Telephone No:

Name to be inserted in permit as the promoter of the collection:

Position in Society:

Address:

Guidance

An application for a permit should normally be made no later than one month before the date on which it is proposed to make the collections. Applications submitted after this date may not be processed.

If the location of the collection is privately owned (for example shopping centres, car parks, supermarkets) you will also need permission from the landowner to collect in addition to any street collection permit

Applications will normally be refused or rejected where a statutory return from a previous collection by an applicant remains outstanding.

Previous breaches of Street Collection Regulations may be considered when considering any application.

The Council will not normally permit more than one collection for the same location on the same day.

Borough wide or multi area collection applications may be restricted to one per organisation per year but can cover a period of days or separate days during one period at the discretion of the Authority.

Specific dates may be set aside for organisations that hold recognised national appeals on a given day or period each year where these are notified sufficiently in advance to the Council to do so.

The Council may set a limit on the number of permits it approves to an organisation / individual where it is considered an excessive number has been applied for to the potential detriment of others.

Failure to furnish the Council with sufficient information relating to an application may lead to it being refused.

History of inappropriate behaviour from collectors will likely result in refusal for a future street collection permit.

Please complete the dates below for your intended collection(s)

1st COLLECTION

Date applied for: 1.....

(Alternative date) 2.....

(Alternative date) 3.....

Locality in Milton Keynes area.....

2ND COLLECTION

Date applied for: 1.....

(Alternative date) 2.....

(Alternative date) 3.....

Locality in Milton Keynes area.....

3RD COLLECTION

Date applied for: 1.....

(Alternative date) 2.....

(Alternative date) 3.....

Locality in Milton Keynes area.....

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

Please return to: Licensing Team, Milton Keynes Council, Civic, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ. Email: licensing@milton-keynes.gov.uk

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MILTON KEYNES CITY COUNCIL
Police, Factories etc (Miscellaneous Provisions) Act 1916
STREET COLLECTION REGULATIONS

1. In these Regulations, unless otherwise stated:-

“collection” means a collection of money or a sale of articles for the benefit of charitable or other purpose and the word “collector” shall be construed accordingly;

“promoter” means a person who causes others to act as collectors;

“the licensing authority” means the Council for the Borough of Milton Keynes;

“permit” means a permit for a collection;

“contributor” means a person who contributes to a collection and includes a purchaser of articles for sale or 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 Milton Keynes unless a promoter has obtained from the licensing authority a permit.
3. An 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. 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 collection to such streets or public places or such parts thereof as it considered appropriate.
6. No person may assist or take part in any collection without the written authority of a promoter.
7. 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 police constable.
8. No collection shall be made in any part of the carriageway of any street, which has a footway. However, the licensing authority may allow a collection to take place on that carriageway if the collection has been authorised with a procession.
9. No collection shall be made in a manner likely to inconvenience or annoy any person.
10. No collector shall importune any person to the annoyance of such person.
11. During collection:-
 - (a) a collector shall remain stationary; and
 - (b) a collector or two collectors together shall not be closer than 25 metres to another collector unless the collection has been authorised in connection with a procession.
12. 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.
 - (a) Every collector shall carry a collecting box.
 - (b) 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.
 - (c) All money received by a collector from contributors shall immediately be placed in a collecting box.
 - (d) 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.

- (a) Subject to paragraph (2) below a collecting box shall be opened in the presence of a promoter and another responsible person.
- (b) Where a collecting is delivered, unopened, to a bank, it may be opened by an official of the bank.
- (c) 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.

14. No payment shall be made to any collector.

15. 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 the collection or, in respect of services connected with the collection such payment as may have been approved by the licensing authority.

16. 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 promoter and a qualified accountant; and
- (b) a list of the collectors; and
- (c) a list of the amounts contained within each collecting box;
- (d) if required by the licensing authority, demonstrate the proper application of the proceeds of the collection.

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 or newspapers 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 or sale, the amount collected, and the amount of the expenses and payments incurred in connection with such collection. The licensing authority may, if satisfied there are special reasons for so doing extend the period of one month referred to in paragraph (q) above.

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 Institute of Chartered Accountants in Ireland.

17. These regulations shall not apply:

- In respect of a collection taken at a meeting in the open air, or
- To the selling of articles in any street or public place when the articles are sold in the ordinary course of trade
- To the selling of articles for the benefit of charitable or other purposes from any stall allocated by Milton Keynes Council for the purpose of this paragraph at the Market, Queensway, Bletchley or by the Milton Keynes Shopping Management Company for the purpose of this paragraph in a market at Midsummer Boulevard, The Shopping Building, Central Milton Keynes.

18. Any person who acts in a contravention of any of the foregoing regulations shall be liable on summary conviction to a fine not exceeding Level 1* for a first or subsequent offence.

*At present time – Level 1 is set at £200.02001