



# BEDFORD BOROUGH COUNCIL

## **Regulations & Conditions made by Bedford Borough 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, Bedford Borough Council (the 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 Borough of Bedford 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 the Bedford area unless a promoter shall have obtained from the Council 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 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 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 (a) above shall produce written authority forthwith for inspection on being requested to do so by a duly authorised officer of the 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 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 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 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 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 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 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 collection, and certified by that person and either a qualified accountant or independent responsible person acceptable to the Council;
  - (b) a list of the collectors;
  - (c) a list of the amounts contained in each collecting box;

and shall, if required by the Council, satisfy it as to the proper application of the proceeds of the collection.

  - (2) The same person shall also, within the same period, at the expense of that person and after a qualified accountant or an independent responsible person has given his certificate under paragraph (1)(a) above, publish in such newspaper or newspapers as the Bedford Borough Council may direct a statement showing the name of the person to whom 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.

Provided that the Council may, if it thinks fit, waive the requirements of this paragraph in respect of a collection in which the total amount collected does not exceed £500.00.
  - (3) The Council 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 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 -

(a) in respect of a collection taken place 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.

These regulations shall come into operation on 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 Borough of Bedford are hereby repealed with effect from the date on which these regulations come into force.

## 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 charity or fund which is to benefit \_\_\_\_\_

Date of collection \_\_\_\_\_ Permit Number \_\_\_\_\_

Proceeds of Collection	Amount Total	Expenses and Application of Proceeds	Amount Total
From collecting boxes		Printing & Stationery	
		Postage	
		Advertising	
Interest on proceeds		Collecting badges	
Other items: _____ _____ _____ _____		Badges	
		Emblems: _____	
		Payments approved under regulation 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 believe the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Date \_\_\_\_\_ Signed \_\_\_\_\_

### Certificate of Account or Independent Responsible Person

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 \_\_\_\_\_

## List of Collectors

Collector 1 \_\_\_\_\_

Collector 2 \_\_\_\_\_

Collector 3 \_\_\_\_\_

Collector 4 \_\_\_\_\_

Collector 5 \_\_\_\_\_

(continue on a separate page if required)

## Content of collection boxes

Box 1 £ \_\_\_\_\_

Box 2 £ \_\_\_\_\_

Box 3 £ \_\_\_\_\_

Box 4 £ \_\_\_\_\_

(continue on another page if required)

## Form of Public Notice

Notices required to be published pursuant to Regulation 16(2) should be placed in the following newspaper:

Bedford Times and Citizen

Public Notices

Phone: 0207 0237931

Email: [Publicnotices@jpimedia.co.uk](mailto:Publicnotices@jpimedia.co.uk)

### **Public Notice (complete as required):**

A permit was granted to (name of promoter) to hold a street collection on behalf of (name of charity or fund to benefit) within the area of (The Borough of Bedford/Bedford Town) on (date of collection). (Amount collected) was collected, of which (amount of expenses) was appropriated on account of expenses and payments incurred in connection with the collection.