

## STREET COLLECTION REGULATIONS

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, Havant Borough Council (HBC) hereby makes the following regulations with respect to the places where and conditions under which persons may be permitted in any street or public place within the Borough of Havant to collect money or sell articles for the benefit of charitable or other purposes (benevolent or philanthropic).

NB (Any person who acts in contravention of any of the foregoing Regulations shall be liable on summary conviction to a fine not exceeding level 1 on the Standard Scale, currently £200).

### 1. Definitions:

“Collection” means a collection of money or 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 Borough of Havant unless a promoter shall have obtained a permit from HBC.
3. Application for a permit shall be made in writing no later than one month before the date on which it is proposed to make the collection. HBC 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. HBC 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 6 a) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of HBC or any police officer.
7. No collection shall be made in any part of the carriageway of any street which has a footway. HBC 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
  - (b) A collector or two collectors together shall not be nearer to another collector than 25 metres. HBC may, if it thinks fit, waive the requirement 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 a person under the age of sixteen years to act as a collector.
12. Requirements:
- Every collector shall carry a collecting box.
- 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.
- All money received by a collector from contributors shall immediately be placed in a collecting box.
- Every collector shall deliver, unopened, all collecting boxes in his/her possession to a promoter.
- 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.
13. a) Subject to 13 b) below a collecting box shall be opened in the presence of the promoter and another responsible person.
- b) Where a collecting box is delivered, unopened, to a bank, an official of the bank may open it.
- 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. 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 HBC.
15. **Within ONE month after the date of any collection the person to whom a permit has been granted shall forward to HBC. a) A form of statement as set out in the Schedule to these Regulations showing the amount received and the expenses and payments incurred in connection with a collection, certified by that person and either a qualified accountant or an independent responsible person acceptable to HBC. b) A list of the collectors. c) A list of the amounts contained in each collecting box and shall, if required by HBC, satisfy it as to the proper application of the proceeds of the collection**
16. Within ONE month after the date of collection the person to whom a permit has been granted, at the expense of that person and after the certificate under 15 a) above has been given, publish in such newspaper or newspapers as the Havant Borough 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. HBC may, if it thinks fit, waive the requirement of this paragraph in respect of the collection in which the total amount collected does not exceed £100. HBC may, if satisfied there are special reasons for so doing, extend the period of one month referred to at 15 & 16.
17. For the purpose of the 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 in Scotland; The Association of Certified Accountants; The Institute of Chartered Accountants in Ireland or The Manager of a Bank or Building Society.
18. These Regulations shall not apply to 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.

## IMPORTANT NOTES

Please inform if the need to reduce the area of collection arises. This enables another organisation to undergo a collection that may otherwise be denied.

Please inform if a collection event is cancelled. This enables another organisation to undergo a collection that may otherwise be denied.

In any event HBC should be notified in writing when a street collection does not take place in order to close the file on the matter.

## **NEWS CUTTINGS**

**PLEASE NOTE:** If your collection raised more than £100, you are required by Havant Borough Council's Street Regulations (made under the Police, Factories (Miscellaneous Provisions) Act 1916 to advertise, **at your own expense**, details of your collection.

The News offer a free editorial service for charity notices when space permits. However, free space is not always available owing to the time constraints of running a busy daily paper and it is suggested that you are more likely to have success with a free ad in their weekly paper. The Editor also points out that the staff of The News cannot undertake to look for your notices or inform you when they were or are likely to be printed. Details of your collection should be sent to:

**The News Desk  
Portsmouth News  
The News Centre  
1000 Lakeside  
North Harbour, Western Road  
Hampshire PO6 3EN**

or call them on : 023 9262 2118  
or email on: [newsdesk@thenews.co.uk](mailto:newsdesk@thenews.co.uk)

Details of your collection should include:

- ❖ The name of the person to whom the permit was 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
- ❖ The amount of expenses incurred in connection with the collection (if any)