



**GUILDFORD**  
B O R O U G H

**APPLICATION FOR PERMISSION TO HOLD A STREET COLLECTION**  
POLICE FACTORIES ETC. (MISCELLANEOUS PROVISIONS) ACT 1916 S.5

**Tick off each of the following before you submit this application form.**

You are providing a letter of authorisation from the charity to benefit	<input type="checkbox"/>	<input type="checkbox"/>
You have read the Charitable Collections Policy 2018 and relevant regulations	<input type="checkbox"/>	<input type="checkbox"/>

**1. Applicant**

Title	Mr	Mrs	Miss	Ms	Other (Please state)
Full names (s)					
Contact address (with postcode)					
Telephone Number					
Mobile Number					
Email Address* (mandatory)					

**2. Correspondence Address (if different to the above)**

Name	
Address (with postcode)	

**3. Society/Committee responsible for collection**

Name	
Address (with postcode)	

#### 4. Charity to benefit

Name	
Address (with postcode)	
Charity Registration Number	
Purpose of charity	

#### 5. Which collection area

Guildford High Street	The Friary
Other (please include town and area)	

#### 6. Collectors

Exact Number	
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#### 7. Dates and times (see note 2)

	Option 1	Option 2
Exact date of collection (Please state which day of the week)		
Exact time of collection (Please state which day of the week)		

#### 8. Authorisation given by (you must provide a letter of authorisation from the charity)

Name of individual	
Position of individual	

**9. Regulation 7**

Is it proposed to hold the collection in conjunction with a carnival, procession or other event, which will require the relaxation of Regulation 7 of the attached Street Collection Regulations? If so, what is the nature of the event?

**10. Method of collection**

Through what method will money be collected? For example; sealed metal tins, buckets etc.

**11. Money hand over**

What are your arrangements to ensure the collections are handed over to the charity with least possible delay?

**12. Deductions**

Will any deduction be made from the funds collected for expenses or for any other purpose?	
If yes, please estimate the total percentage to be deducted.	
What is the purpose of the deduction?	

**13. Previous applications**

Have you ever been declined by another Local Authority for applying for a Street Collection permit?	
If yes, please name the authorities and the reasons for refusal. (continue on a separate sheet if necessary)	
Authority name	Reason

Authority name	Reason

#### 14. House to House

Will the collection be in conjunction with a House to House collection (separate application)?	
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If yes, will the House to House collection be made under either an issued permit or a Home Office order of exemption?	
If it is a permit, has it already been issued by the Local Authority?	
What are the exact dates of the House to House collection?	

#### 15. Declaration

I have read the regulations	<input type="checkbox"/>
I shall supply a returns form within one month of the collection taking place	<input type="checkbox"/>
I declare that the information given is correct	<input type="checkbox"/>

Signature	
Date	

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB (email: [foi@guildford.gov.uk](mailto:foi@guildford.gov.uk)).

## Regulations made by Guildford 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 of the Local Government Act, 1971, Guildford Borough 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 Guildford 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 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 Guildford unless a promoter shall have obtained from the Guildford Borough 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 Guildford Borough Council 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 thinks fit.
6. (1) No person may assist or take part in any collection without the written authority of a promoter.  
(2) Any persons authorised under sub-paragraph (1) above all shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the Guildford Borough 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 Guildford Borough 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 collection than 25 metres.Provided that the Guildford Borough 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 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 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 Guildford Borough 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 Guildford Borough 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 an independent responsible person acceptable to Guildford Borough Council;
- (b) a list of the collectors;
- (c) a list of the amounts contained in each collecting box; and shall, if required by the Guildford Borough 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 a certificate has been given under paragraph (1)(a) above, publish in such newspaper or newspapers as the Guildford 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 in connection with such collection.
- (3) The Guildford Borough 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 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 upon the expiration of the period of one month beginning with the date on which they are confirmed by the Secretary of State. They shall have effect in substitution for those contained in the Schedule to the Charitable Collections (Transitional Provisions) Order 1974 and adopted by Guildford Borough Council on 6 March 1974, which, as having effect by virtue of the adoption, are hereby revoked.

**Send to: Licensing, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB**