

## GRANTS UNIT

- 6 FEB 2008

HARROW COUNCIL

## St Collections for 2008

Tuesday	1st	January	New Year Day Parade
Saturday	5th	January	Spare
Saturday	12th	January	Spare
Saturday	19th	January	Spare
Saturday	26th	January	Spare

Saturday	2nd	February	Spare
Thursday	7th	February	Spare
Saturday	9th	February	Spare
Saturday	16th	February	Spare

Saturday	23rd	February	Local Appeal
Friday	29th	February	

**Please note Sunday's are not available as a Street collection day**

Saturday	1st	March	Fire Service National Benevolent Fund
Tuesday	5th	March	Spare
Saturday	8th	March	Salvation Army
Tuesday	11th	March	Spare
Saturday	15th	March	Marie Curie Cancer Care

Monday	24th	March	Local Appeal
Saturday	29th	March	

Tuesday	1st	April	Spare
Saturday	5th	April	Spare
Tuesday	8th	April	Spare
Saturday	12th	April	National Anti-Vivisection Society
Tuesday	15th	April	Spare
Saturday	19th	April	International Children's Trust (children's day)
Friday	25th	April	Arthritis Care
Saturday	26th	April	Animal Aid

Saturday	3rd	May	Spare
Tuesday	6th	May	Royal National Lifeboat Institute
Saturday	10th	May	British Red Cross Society
Tuesday	13th	May	Greater London Fund for the Blind
Saturday	17th	May	Christian Aid
Tuesday	20th	May	Spare
Saturday	24th	May	LEPRA (British Leprosy Relief Ass)
Tuesday	27th	May	Spare

Tuesday	3rd	June	Spare
Saturday	7th	June	Multiple Sclerosis Society
Tuesday	10th	June	Spare
Saturday	14th	June	London Animal Day
Wednesday	18th	June	Alexandra Rose Day
Saturday	21st	June	Sea Cadets Corps

Monday	23rd	June	Local Appeal
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Friday	27th	June	
Saturday	28th	June	Guide Dogs for the Blind
Tuesday	1st	July	Alzheimer's Society
Thursday	3rd	July	Macmillan Cancer Relief
Saturday	5th	July	British Polio Fellowship
Wednesday	9th	July	Royal London Society for the Blind
Saturday	12th	July	St Johns Ambulance
Tuesday	15th	July	Spare
Saturday	19th	July	Uncaged
Tuesday	22nd	July	Spare
Saturday	26th	July	Compassion in Farming Trust
Tuesday	29th	July	Spare
Saturday	2nd	August	Hope Worldwide
Monday	4th	August	Local Appeal
Saturday	30th	August	
Monday	1st	September	Local Appeal
Saturday	6th	September	
Friday	12th	September	Royal Air Forces Association
Saturday	13th	September	Royal Air Forces Association
Tuesday	16th	September	Spare
Saturday	20th	September	Leukaemia Research Fund
Tuesday	23rd	September	Spare
Saturday	27th	September	International Children's Trust (children's day)
Saturday	4th	October	Society for the Protection of Unborn Children
Tuesday	7th	October	Cancer Research UK
Saturday	11th	October	Amnesty International
Tuesday	14th	October	Spare
Saturday	18th	October	United Nations Association
Tuesday	21st	October	Spare
Saturday	25th	October	Local Appeal
Friday	31st	October	

**Please note Sunday's are not available as a Street Collection day**

Friday	7th	November	Royal British Legion Poppy Appeal
Saturday	8th	November	Royal British Legion Poppy Appeal
Tuesday	11th	November	Spare
Saturday	15th	November	Animal Protection Agency
Tuesday	18th	November	Spare
Saturday	22nd	November	London Aids Day
Tuesday	25th	November	Spare
Saturday	29th	November	
Monday	1st	December	Christmas Carol Collections
Wednesday	24th	December	authorisation given at local police stations

## STREET COLLECTIONS WITHIN THE METROPOLITAN POLICE DISTRICT

A permit is required by anyone collecting money or selling articles for charitable purposes in a public place and it is an offence to hold a collection without one. Within the Metropolitan Police District permits are issued by the Commissioner of Police. The rules governing their issue and the conduct of collections are contained in regulations made by the Secretary of State, a copy of which is attached to this note.

The regulations should be read carefully and must be fully complied with by anyone promoting or taking part in a street collection. Failure to comply with the regulations is an offence, which may result in prosecution.

### 1. Street Collection Programme

Within the Metropolitan Police District a street collection programme is in operation. This facilitates the smooth running of collections and avoids more than one charity collecting on the same day. The programme caters for collection to be held –

- ◆ On a London –wide basis; or
- ◆ Within a local Borough; or
- ◆ As part of a Carnival or Student Rag Day provided these
- ◆ events are held on a traditional date; or
- ◆ Between 1 and 24 December (for carol singing only).

#### a) London-Wide Collections

Two days each week (Tuesday and Saturday) are allocated throughout the year except during the periods set aside for local Borough collections or during December. Each charity is normally permitted only one day on which to collect in each year.

If a charity or organisation is contemplating a collection for the first time, applications for a permit should be accompanied by some background information or literature about the aims and objectives of the organisation or charity together with copies of any accounts for the previous three years.

#### b) Local Borough Collections

Six periods each year are allocated for those people who wish to collect within a Borough. These dates vary slightly but are usually:

February.....	The last week
March .....	The last week
June .....	The last week
August .....	The whole month
September .....	The first week
October .....	The last week

**No charity or organisation may collect more than once a year in any one Borough**

The Mayor or Chief Executive of the Borough in which the collection is to be held must approve the collection and issue a letter of sponsorship, which must accompany the application.

The Mayor or Chief Executive may issue up to eight letters of sponsorship in a year, but to different charities or groups.

**c) Borough Carnival or Student Rag**

If a collection is to be held as part of a carnival or Rag the event must be held on a traditional date every year. A letter of sponsorship must accompany applications from the Mayor or Chief Executive of the borough concerned.

**d) 1 to 24 December**

Permission to collect during this period is given by the OCU Commander of the Borough concerned and not by the Commissioner as in all other applications. The collection should be made only in connection with the singing or playing of Christmas carols (section 20 of the regulations refers). No other collections will be authorised during the month of December.

**2. Procedure for Applying for Permits**

Please ensure that the application form is fully and correctly completed and accompanied where appropriate by any necessary information and/or letter of sponsorship. It should be sent to Gloria Paine, TP HQ, Charities desk, room 421, Victoria Embankment, Westminster, London, SW1A 2JL.

Applications are referred to an advisory Committee for their recommendations before any permit is granted or refused. It is important to allow sufficient time for requests to be considered. Application forms must be received well in advance of the date proposed for the collection, but at the latest they must be received by the first day of the month preceding the month in which the collection is to be held, for example if a permit is required for a date in September then the application must be received by 1<sup>st</sup> August.

The collection date requested may not always be available and the applicants should be prepared to consider alternative dates.

Whilst a permit granted by the commissioner authorises the holder to organise a collection in a public place, separate authority is required from London Underground or Rail track to hold collections in underground or railway stations.

**3. After the Collection**

Attention is drawn to section 19 of the regulations, which sets out the procedure for submission of audited accounts etc. All the items required under this regulation **MUST** be submitted within three months and it is essential that this time scale be adhered to.

# Street Collections

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## Regulations of the Secretary of State

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*In pursuance of Section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916 the Secretary of State has made Regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within the Metropolitan Police District to collect money or sell articles for the benefit of charitable purposes. The following is an extract from the said Regulations:-*

3. 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 and for the purpose of earning a livelihood and no representation is made by or on behalf of the seller that any part of the proceeds of sale will be devoted to any charitable purpose.
4. No collection shall be made unless a permit therefore has been obtained from the Commissioner.
5. —(1) Every application for a permit shall be made in writing to the Commissioner in the form set out in Schedule 1 to these Regulations not later than the first day of the month preceding the month in which it is proposed to hold the collection:

( Provided that the Commissioner may consider an application made later than that date if he is satisfied that there are special reasons for so doing.

  - (2) Every application shall be made by a society, committee or other body consisting of not less than three members acting through not less than three members thereof who shall be jointly responsible for the collection.
  - (3) Every application shall be referred by the Commissioner to an Advisory Committee appointed by him with the approval of the Secretary of State, and, in deciding whether to grant a permit, he may have regard to any recommendation of the Advisory Committee.
6. No collection shall be made except upon the day and between the hours stated in the permit.
7. The Commissioner may, in granting a permit, limit the collection to such districts, streets or public places or such parts thereof as he thinks fit.

8. —(1) No person may assist or take part in any collection unless he is in possession of a written authority signed by or on behalf of the chief promoter.
- (2) Any person authorised under paragraph (1) above shall produce that authority forthwith for inspection on being requested to do so by any constable.
9. No collection shall be made in any part of the carriage way of any street:
- Provided that the Commissioner may, if he thinks fit, allow a collection to take place on such a carriage way where that collection has been authorised to be held in connection with a procession.
10. No collection shall be in such a manner as to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person.
11. No collector shall importune any person to the annoyance of such person.
12. While collecting—
- (a) a collector shall remain stationary; and
- (b) a collector or two collectors shall not be nearer to another collector than 25 metres:
- Provided that the Commissioner may, if he 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.
13. 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:
- Provided that in the case of a collection which has been authorised to be held in connection with a procession, the Commissioner may, if he thinks fit, authorise the chief promoter to permit persons of less than sixteen but not less than fourteen years to act as collectors after receipt of a written assurance by such chief promoter that each of such persons will at all times be accompanied by a responsible able-bodied adult.
14. No collector shall be accompanied by any animal.
15. —(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.
16. 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, or any collecting box which is not duly numbered.
17. —(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 number.

18. —(1) No payment by way of reward 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 specified in the form of application for a permit and approved by the Commissioner.

19. —(1) Within three months after a date of collection, the chief promoter shall forward to the Commissioner—

(a) a statement in the form set out in Schedule 2 to these Regulations showing the amount received and the expenses and payments incurred in connection with the collection and certified by two of the persons responsible for the collection referred to in Regulation 5 (2) above and by a qualified accountant:

Provided that if a collection results in a sum of £400 or less being collected, the Commissioner may, if he thinks fit, waive the requirement for certification by a qualified accountant and substitute therefor a requirement for certification by an independent responsible person, unless, after examination of the statement, he decides that it should be certified by a qualified accountant.

(b) a list showing the names of the collectors; and

(c) a list of the amounts contained in each collection box,

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

(2) The chief promoter shall also, within the same period, at the expense of the chief promoter and after any certification required under paragraph (1) (a) above, publish in such newspaper or newspapers as the Commissioner may direct a statement showing the name of the chief promoter, 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 distributed to each charity or fund to benefit, and the amount of expenses and payments incurred in connection with such collection.

Provided that the Commissioner may, if he thinks fit, waive the requirements of this paragraph in respect of a collection which results in the sum of £400 or less being collected.

(3) Not later than seven days after publication of a newspaper containing the statement required by paragraph (2) above the chief promoter shall send a copy of that newspaper to the Commissioner.

(4) 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 Chartered Association of Certified Accountants;

The Institute of Chartered Accountants in Ireland.

20. —(1) This Regulation applies to a collection in respect of which the Commander in charge of the Police Borough where it is to be held has issued a certificate for the purposes of this Regulation to the person who appears to them to be principally concerned in promoting the collection and which is made in accordance with the terms of that certificate.

(2) No certificate shall be issued under paragraph (1) above unless it appears to the Borough Commander that the collection is to be made in the period from 1st to 24th December in any year and in connection with the singing or playing (including the reproduction of recordings) of Christmas carols by two or more persons assembled together.

(3) In the case of a collection to which this Regulation applies—

(a) Regulations 4, 5, 12(b), 17 and 19, and in so far as they relate to the numbering of collecting boxes, Regulations 15(2), and 16, shall not have effect; and

(b) Regulations 6, 7, 8(1), 9, 12 (except paragraph (b)), and 13 shall be construed as if any reference to a permit or the Commissioner were, respectively, a reference to the certificate under paragraph (1) and the Divisional Commander, as if any reference to the chief promoter or promoter were a reference to the person to whom the certificate is issued, and as if the reference in the proviso to Regulation 13 to a collection which has been authorised to be held in connection with a procession were a reference to any collection.

21. —(1) The Regulations made and confirmed by the Secretary of State under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 and dated 2nd July 1926 (1) and the Street Collections (Metropolitan Police District) Regulations 1963(b) are hereby revoked.

(2) Where a permit has been granted under the Regulations mentioned in paragraph (1) above in respect of a collection to be made after the coming into operation of these Regulations, these Regulations (including paragraph (1) above) shall not have effect in relation to that collection.



**The Street Collections (Metropolitan Police District) Regulations 1979**

**Form of Application for Permit**

To the Commissioner of Police of the Metropolis:

We, the undersigned, hereby, on behalf of the society, committee or other body named in paragraph 1 below, make an application for a permit for a street collection.

*(Either delete or complete as appropriate)*

We apply for the collection to be authorised to be held in connection with a procession and for one or more of the special permissions referred to in the provisos to Regulations 9, 12 and 13, as follows:

1. Name of society, committee or body of persons applying for permit for the collection (chief promoter).
2. Address of chief promoter.
3. Names and addresses of the individuals through whom this application is made and who will be jointly responsible for the collection.
4. Name of charity or fund which is to benefit.
5. Address of the principal office of the charity or fund and name of the secretary or other chief executive officer.
6. Objects of the charity or fund.
7. Date upon which it is proposed to make the collection.
8. Locality within which it is proposed to make the collection.
9. Method proposed to be adopted in making the collection.
10. Payments (if any) proposed to be made to persons connected with the promotion or conduct of the collection, including the name and address of each recipient and the amount to be paid in each case.
11. Disposal of the proceeds (including any deduction proposed to be made from the proceeds before distribution to the charity or fund for expenses or any other purposes; the purpose and estimated amount of any such deduction; and the distribution of proceeds between the charities and funds, if more than one is to benefit).

Signed.....

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Date.....

## Form of Statement

Name and address of society, committee or body to whom the permit for the collection was granted (chief promoter):  
 .....

Name of charity or fund to benefit.....

Date of collection.....

## Show NIL entries

Proceeds of Collection	Amount	Total	Expenses and application of proceeds	Amount	Total
From collecting boxes			Printing and Stationery		
			Postage		
			Advertising		
			Collecting Boxes		
Interest on proceeds			Badges or other emblems		
			Other items (specify items separately)		
			Payments referred to in reg. 18(2)		
			Disposal of balance (insert particulars)		
Total	£	£	Total	£	£

(If the expenses of the collection were defrayed otherwise than from the proceeds of the collection – either wholly or in part – the particulars of the amount should be inserted on both sides of the Account, i.e. in the 'Proceeds' column and as an item of 'Expenses').

## Certificate of two of the persons who applied for the permit

We certify that to the best of our knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Signed..... and..... Date..... 20.....

## Certificate of Accountant (or other responsible person referred to in regulation 19(1)(a))

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.

Signed..... Date..... 20..... Qualifications.....

Name (in block capitals)..... Address.....

NEW SCOTLAND YARD, SW1H 0BG