

SCHEDULE

Regulations made on the 20th February 1974 by the Burnley District Council with regard to Street Collections

1. In these regulations, unless the context otherwise requires.:
 - (a) “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;
 - (b) “promoter” means a person who causes others to act as collectors;
 - (c) “licensing authority” means the Burnley Borough Council;
 - (d) “permit” means a permit for the collection;
 - (e) “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; and
 - (f) “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 Burnley, unless a promoter shall have obtained from the licensing authority 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 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 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. (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 such
written authority forthwith for inspection on being requested to do so
by a duly authorised officer of the licensing authority 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 licensing authority 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 meters.

Provided that the licensing authority may, if it thinks fit, waive the requirements of this regulation in respect of 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 16 years to act as a collector.
12. (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/her possession to a promoter.
12. A collector shall not carry or use any collecting box, receptacle or tray which does not bear, displaying prominently thereon, the name of the charity or fund which is to benefit, nor any collecting box which is not duly numbered.
14. (a) Subject to paragraph (b) below, a collecting box shall be opened in the presence of a promoter and another responsible person.
 - (b) Where a collecting box 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.

15. (a) No payment shall be made to any collector.
- (b) 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 licensing authority.
16. (a) 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 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 a qualified accountant.
- (b) The licensing authority may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraph (a) above.
- (c) For the purposes of this regulation A “qualified accountant” means a member of one or more of the following bodies:
1. The Institute of Chartered Accountants in England and Wales;
 2. The Institute of Chartered Accountants of Scotland;
 3. The Association of Certified Accountants; and
 4. 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.
18. Any person who acts in contravention of any of the foregoing regulations shall be liable, on summary conviction, to a fine not exceeding £200

Street Collection Licences - Guidance Notes

The Street Collection Permit Application Form Online application at least one month before the date of the proposed collection. It is recommended that you submit your form at your earliest opportunity as collection days can often be allocated several months in advance.

Any personal or sensitive information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). The data may also be disclosed to other departments within the Council or other organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime. Burnley Borough Council a registered Data Controller in accordance with the Data Protection Act 1998. The data may also be processed by third parties who provide services on behalf of the Council.

IMPORTANT : Please enquire if the date(s) you require are available before submitting the form

You are also required to submit a letter of authorisation from the charity or organisation that will benefit from the proposed collection. The letter must name you as the 'promoter' of the collection.

Additional Consents

If you are planning any activity or entertainment within the Town Centre other than a basic street collection, you will require additional consents from the Burnley Town Centre Management. You should submit written permission from Town Centre Management along with your street collection application form. You will also be required to provide evidence of Public Liability Insurance (*5 million minimum*). It is recommended that you contact Town Centre Management directly for further information about organising activities within the town centre and what assistance might be available to you.

All activities within Charter Walk Shopping centre will require the consent of the Charter Walk Management (see map).

Town Centre Management
Market Office, Curzon Street,
Burnley.
BB11 1AZ

Tel: 01282 477188

Charter Walk Management Group
26 Market Promenade,
Burnley.
BB11 1AE

Tel: 01282 425368

