



## **Town Centre Collections and Face to Face Sales Code of Conduct**

Unless operating in accordance with a Premises Licence under the Licensing Act 2003, persons carrying out a collection or sale within the PSPO area must:

- Be collecting or selling in accordance with a legal consent, licence, permit or certificate (eg street collection, house to house collection, pedlars certificate, 'pin-point' consent etc)
- Comply with the provisions of the consent, licence, permit or certificate
- Pre-Register their collection or sale with the Council by providing proof of permission, photographic ID, name, address and contact details
- Attend the Market Office on the day of the collection or sale (or the last opening day before the collection or sale) and obtain a registration certificate and armband (for the purpose of displaying the registration certificate)
- Wear the armband containing the registration certificate for the duration of the collection or sale
- Return the armband & registration certificate to the Market Office on the day of the collection or sale, or the next opening day thereafter.
- Behave in a professional manner at all times avoiding any behaviour that intimidates or harasses members of the public, is intrusive, rude, offensive or aggressive.
- Be courteous to other traders, permanent or otherwise
- Comply with the reasonable requirements of any authorised officer including, to remain in a specific location, to move on, to relocate, to supply information, stop the collection/sale and/or surrender the arm band

Persons carrying out Collections or Sales otherwise than in accordance with this code is an offence liable to a fixed penalty notice. Breach of the Code may also lead to the cancellation of the collection/sales and future registration requests being declined.