

Street Collection Permit - Guidance Notes

Police, Factories, etc (Miscellaneous Provisions) Act 1916

Applications must be made one month before the proposed collection date.

Applicants must provide the registered number and name of the charity which is to benefit from the proceeds of the collection.

Persons under the age of 16 are not permitted to act as collectors and it is the responsibility of the promoter of the collection to enforce this.

Every collector must carry a collecting box, which must be numbered and securely closed and sealed so that it cannot be opened without the seal being broken.

The numbering of the collection boxes must be consecutive.

All money received during a collection must immediately be placed in a collection box.

All collection boxes must prominently display the name of the charity of fund for which the collection is taking place.

All collection boxes must be opened in the presence of the promoter and another responsible person, except in cases where the unopened box is delivered straight to the bank. In that instance the bank is permitted to open the collection box.

The person opening the box must count the contents and enter the amount with the number of the collecting box on a list, which must be certified by that person.

Payments must not be made to any collector, or any person, directly or indirectly connected with the promotion that has not been approved by Bracknell Forest Borough Council in the application.

Within one month of the collection taking place a form must be completed and forwarded to Bracknell Forest Borough Council, along with a list of collectors and a list of the amounts collected in each box.

If a licence is granted each licensee may be held individually responsible for complying with the licence conditions.

Street Collections can not take place within the borough of Bracknell Forest unless a permit for the collection has been issued.

Collections taken at open air meetings, however do not require the consent of the local council.

Collections can only be made on the date and between the hours stated on the permit.

Street collections for the borough are limited to the following totals per year:

The Meadows Shopping Centre = 50

Bracknell Town Centre = 50

Bracknell Band Stand = 50

Binfield Parish = 15

Crowthorne Parish = 15

Warfield Parish = 15

Winkfield Parish = 15

Sandhurst Parish = 15

Bracknell Town Parish = 15

For Collections at The Meadows Shopping Centre, you will need to obtain permission from Terry Parnell Manager of The Meadows. You should contact Terry Parnell. He will send you a confirmation letter and this should be sent with your application for a permit.

For Collections at Bracknell Bandstand, you will need to obtain permission from Bracknell Town Centre. They can be contacted on 01344 420079.

Any one charity may hold 2 collections in a year.

Collections can not take place on roads that have a footpath, unless the collection is part of a procession.

Collections should not be made in such a manner as to inconvenience or annoy members of the public and therefore a collector must remain stationary. In cases where there is more than one collector, they must be at least 25 metres apart. This condition will be waived if the collection is to take place as part of a procession.

The completed form should be handed into the Environment and Leisure reception, Time Square, Market Street, Bracknell. Please note only fully completed applications with all the correct enclosures will be accepted.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked.

Information provided on application forms will only be disclosed to other agencies, for example Police, where there is a legal requirement to do so, for the investigation of an offence.