

Street Collection Permit - Guidance Notes

Police, Factories, etc (Miscellaneous Provisions) Act 1916

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

Please note that each charity may only hold 2 collections in a calendar year.

Applications that are made by an individual not located at the head or branch office of a charity must be accompanied by a letter from the charity on headed paper which confirms that the applicant is authorised to collect for the charity.

For collections at the Meadows Shopping Centre or at supermarkets, please obtain a permission letter from the centre or store manager and enclose a copy with your application.

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

Bracknell Town Centre	50
Meadows Shopping Centre	75
Bracknell Town Parish	15
Crowthorne Parish	15
Sandhurst Parish	15
Binfield Parish	15
Warfield Parish	15
Winkfield Parish	15

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. 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 collection boxes must prominently display the name of the charity or fund for which the collection is taking place. All money received during a collection must immediately be placed in a collection box. 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.