

**Legal, Licensing & Registration**

Civic Hall

Leeds LS1 1UR

Contact: Entertainment Licensing

Tel: (0113) 247 4095

Fax: (0113) 224 3885

Email:

entertainment.licensing@leeds.gov.uk

Dear Sir/Madam,

**STREET COLLECTION PERMIT APPLICATION**

Please find enclosed a Street Collection application form, together with a copy of the policy as approved by the Licensing Committee and a set of the standard regulations.

Please note that the Licensing Office must be provided with at least **28 days written notice** of each application, and all applications **must** be accompanied by a letter from the governing body of the organisation who are to benefit from the proceeds of your collection, authorising you to hold a street collection on their behalf.

Please do not hesitate to contact the Licensing Office should you require any further assistance.

Yours faithfully,

Entertainment Licensing Section.



INVESTOR IN PEOPLE

## **REGULATIONS MADE BY LEEDS CITY COUNCIL**

### **WITH REGARD TO STREET COLLECTIONS**

In exercise of the powers conferred upon it by Section 5 of the Police Factories etc. (Miscellaneous Provisions) Act 1916 as amended by Section 251 of the Local Government Act 1972 and Schedule 29 to the Act, Leeds City Council hereby makes the following Regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within the City of Leeds to collect money or sell articles for the benefit of charitable or other purposes.

1. In these Regulations, unless the context otherwise required "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;

"promoter" means a person who causes others to act as collectors;

"permit" means a permit for collection

"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;

"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 district of Leeds unless a promoter shall have obtained from the Leeds City Council 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 collection.

Provided that the Leeds City Council may reduce the period of one month if satisfied that there are special reasons for doing so.

4. No collection shall be made except upon the day and between the hours stated in the permit.
5. The Leeds City Council may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.
6.
  - (1) No person may assist or take part in any collection without the written authority of a promoter.
  - (2) Any person authorised under paragraph (1) shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the Leeds City Council 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 Leeds City Council 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 metres.

11. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of 16 years of age to act as a collector, except where such a collector is at the same place with and under the charge of a person who has attained the age of 18 years.

No person shall be in charge of more than four persons under the age of 16 years.

12. (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 collecting box.

(4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.

13. 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 nor any collecting box which is not duly numbered.

14. (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 person.

15. (1) No payment 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 approved by the Leeds City Council.
16. (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to the Leeds City Council:-
- (a) 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 promoter \* and a qualified accountant;

**\* Please note that where the proceeds of collection do not exceed £100.00 it will be acceptable for the Collecting Boxes to be opened in the presence of a Bank or Building Society Official with the Form of Statement being signed by that person**

- (b) a list of the collectors;
- (c) a list of the amounts contained in each collecting box, and shall, if required by the Leeds City Council, satisfy as to the proper application of the proceeds of the collection.
- (2) The said person shall also, within the same period, at the expense of that person and after a qualified accountant has given his certificate under paragraph (1) (a) above, publish in such newspaper or newspapers as the Leeds City Council may direct a statement showing the name of the charity or fund to benefit, the date of the collection or sale, the amount collected and the amount of the expenses and payments incurred in connection with such collection.
- (3) The Leeds City Council may, if satisfied there are special reasons for so doing extend the period of one month referred to in paragraph (1) above.
- (4) For the purposes 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 Association of Certified Accountants  
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. These Regulations shall come into force one month after the date on which they are confirmed by the Secretary of State.

THE COMMON SEAL OF THE LEEDS CITY COUNCIL  
was affixed hereto on the  
31st day of July 1974  
in the presence of:-

Joan De Carteret  
Lord Mayor

J Rawnsley  
Deputy Director of Administration

I hereby confirm the foregoing Regulations and direct that the same shall be published by the insertion of an announcement in two successive issues of two newspapers circulating in the City of Leeds stating that such Regulations have been made and confirmed and that copies of them can be obtained on applications to the Leeds City Council.

John Merritt  
One of Her Majesty's Principal Secretaries  
of State

Home Office  
Whitehall

15th August 1974

## **GUIDANCE NOTES FOR STREET COLLECTION APPLICANTS**

1. Permits for Street Collections are granted by Leeds City Council under the provisions of the Police, Factories etc. (Miscellaneous Provisions) Act 1916 and governed by the Home Office Model Street Collection Regulations as adopted by Leeds City Council. A copy of the regulations is attached for your information.
2. The allocation of Street Collection dates in the City is considered on an annual basis and applications are required by 1st December for collections during the following year. Please note applications will not be accepted before 1st November. Any applications received prior to this date will be returned. Any application received after 1st December will be considered on a "first come first served" basis subject to the availability dates.
3. Application forms are available from the **Entertainment Licensing Department, Civic Hall, Leeds, LS1 1UR.**
4. The policy of the Council is not to permit more than one organisation to collect in the same area on the same date. It is important that the proposed area(s) of collection is indicated on the Application Forms.
5. Major collections (i.e. those covering a large proportion of the Leeds City Council area) will only be granted:-
  - (a) to registered charities with a bona fide branch in the district
  - (b) to organisations which have sufficient resources to reasonably cover the whole area
  - (c) once per year for each organisation
6. Minor Collections (i.e. those covering a fixed location or suburb of the city, or following the route of a procession) will only be granted:-
  - (a) to registered charities with a bona fide branch in the district.
  - (b) to local groups which are seen by Licensing Committee to serve the needs of the residents of the city.

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7. Special arrangements will apply to the month of December where priority will be given to those organisations providing Christmas entertainment. In order to accommodate as many applications as possible, part days only may be allocated.
8. Applicants for collections to be held in conjunction with carnival processions, bed pushes etc., are reminded that, in addition to the Street Collection Permit, the permission of West Yorkshire Police should be sought.
9. The sale of articles, magazines etc, in a public place for charitable purposes constitutes a Street Collection for which a permit would be required. All Student Rag Organisations will be prohibited from collecting within the Leeds district apart from the Leeds Students Charity Rag.
10. In accordance with clause 16 of the Street Collection Regulations it is necessary for a form of statement (as attached to the regulations) to be certified by an Accountant, together with a list of the Collectors and a list of the amounts collected, to be submitted to the Licensing Officer within one month of the date of the collection.

Where the proceeds of the collection do not exceed £100.00 it will be acceptable for the Collecting Boxes to be opened in the presence of a Bank or Building Society Official with the form of statement being signed by that person.

11. Permit holders are reminded that they are required (under clause 16(2) of the regulations) to publish, at their own expense, an account of the collection proceeds in either the Yorkshire Post or the Yorkshire Evening Post. A copy of the advert should be sent together with the statement of accounts to the Licensing Officer within one month of the collection or as soon as possible thereafter.
12. If you have any queries on the regulations, guidance notes or policies for Street Collections please telephone the Licensing Office on Leeds **(0113) 2474094, 2474095, 2474096, 2474720 or 2243889.**

**Entertainment Licensing Department  
Civic Hall  
LEEDS  
LS1 1UR**

# LEEDS CITY COUNCIL

## APPLICATION FOR PERMISSION TO HOLD A STREET COLLECTION WITHIN THE AREA OF THE LEEDS CITY COUNCIL

PLEASE COMPLETE ALL QUESTIONS IN FULL

1) (a) Name of Applicant: \_\_\_\_\_

(b) Date of Birth: \_\_\_\_\_

(c) Place of Birth: \_\_\_\_\_

(d) Home Address: \_\_\_\_\_

\_\_\_\_\_

(e) Telephone No Work: \_\_\_\_\_ Home: \_\_\_\_\_

2) (a) Name of Charitable Organisation: \_\_\_\_\_

(b) Leeds Branch Address: \_\_\_\_\_

\_\_\_\_\_

(c) Head Office Address: \_\_\_\_\_

\_\_\_\_\_

(d) Charity Registration No (if applicable): \_\_\_\_\_

3) (a) i: First Preference date: \_\_\_\_\_

ii: Second Preference date: \_\_\_\_\_

iii: Third Preference date: \_\_\_\_\_

(b) Proposed hours of collection: \_\_\_\_\_

4) Total Number of Collectors \_\_\_\_\_

\_\_\_\_\_

5) In the case of City Centre collections, is it your intentions to sell articles for the benefit charitable purposes? **\*YES/NO** (\* Please delete as appropriate)

**If the answer to above is `Yes'** you will require permission from the Development Department Asset Management Division, Markets Services, 34 George Street, Leeds, LS2 7HY, Telephone 0113 2145162 Fax 0113 2135177.

6) In the case of City Centre collections, is it your intentions to site any tressle table, display unit or vehicle in association with the collection? **\*YES/NO** (\* Please delete as appropriate)or vehicle in association with the collection? YES/NO (\*Please delete as appropriate)

**If the answer to above is `Yes'** you must receive authorisation from the City Centre Management Office, which is located at St George House, 40 Great George Street Leeds LS1 3DL- Telephone number 2474471.

7) a) What percentage of proceeds collected do you propose to allocate to expenses, if any?

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b) Please provide brief explanation of expenses to be deducted:

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c) To what purpose do you propose to allocate the proceeds of collection? (After expenses if any):

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d) If a branch of a national charity, specify proportion to be allocated to this area and specify purpose to which the proceeds will be allocated:

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8) Has the applicant previously held a Street Collection Permit with this Authority on behalf of any other organisation: **\* YES/NO** (\*delete as appropriate)

Should the answer to the above be **YES**, please provide the name and address of the organisation and date of collection:

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**PLEASE SPECIFY WHICH AREA(S) OF THE LEEDS DISTRICT IN WHICH YOU WISH TO COLLECT BY COMPLETING THE ATTACHED FORM.**

## Proposed Area(s) of Collection

Please tick the box next to the relevant area(s) in which you intend to collect and indicate the number of persons who will be collection in that area.

In the event of a collection to be held in conjunction with a bed push or similar event, please refer to overleaf.

AREA REQ.		NO. COLL	AREA REQ.		NO. COLL	AREA REQ.		NO COLL
	ABERFORD			GREAT & LITTLE PRESTON			ROBIN HOOD	
	ADEL			GUISELEY			RODLEY	
	ALLERTON BYWATER			HALTON			ROTHWELL	
	ALWOODLEY			HAREHILLS			ROUNDHAY	
	ARDSLEY-EAST/WEST			HAREWOOD			SCARCROFT	
	ARMLEY			HEADINGLEY			SHADWELL	
	ARTHINGTON			HOLBECK			STANLEY	
	BARDSEY			HOLT PARK			STANNINGLEY	
	BARWICK-IN-ELMET			HORSFORTH			SWILLINGTON	
	BEESTON			HUNSLET			TEMPLE NEWSAM	
	BELLE ISLE			KIPPAX			THORNBURY	
	BOSTON SPA			KIRKSTALL			THORNER	
	BRAMHOPE			LEDSHAM			THORPE	
	BRAMLEY			LEDSTON			THORPE ARCH	
	BURMANTOFTS			LEEDS CITY CENTRE IN A SPECIFIC AREA OF CITY CENTRE PLEASE STATE BELOW			TINGLEY	
	CALVERLEY						WETHERBY	
	CARLTON			LINTON			WHINMOOR	
	CHAPEL ALLERTON			LOFTHOUSE			WHITE CROSS	
	CHAPEL TOWN			LOWTOWN			WHITKIRK	
	CHURWELL			MEANWOOD			WIKE	
	CLIFFORD			MENSTON			WOODLESFORD	
	COLLINGHAM			METHLEY			WOODHOUSE	
	COOKRIDGE			MICKLEFIELD			WORTLEY	
	CROSSGATES			MIDDLETON			YEADON	
	DRIGHLINGTON			MORLEY				
	EAST KESWICK			MOORTOWN				
	FARNLEY			OAKWOOD				
	FARSLEY			OTLEY				
	FARTOWN			OULTON				
	GARFORTH			POOL-IN-WHARFEDALE				
	GILDERSOME			PUDSEY				
	GIPTON			RAWDON				

Other area(s) not on list \_\_\_\_\_

**TO BE COMPLETED IN THE CASE OF A COLLECTION TO BE HELD EN ROUTE OF AN EVENT**

Should the street collection be in conjunction with a bed push or similar event, please enclose a plan of the route, together with times of departure, arrival etc.

**PLEASE NOTE THAT THE LEEDS CITY COUNCIL MAY ONLY GRANT PERMISSION TO COLLECTIONS HELD WITHIN THE LEEDS BOUNDARY**

Please answer the following questions:

1. Are the West Yorkshire Police aware of this event? \*YES/NO
  
2. Has permission been obtained from the West Yorkshire Police \*YES/NO
  
3. From which Police Station(s) was permission granted?

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4. Name(s) of Police Officer(s) from whom permission was obtained:

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\* Please delete as appropriate.

**THIS APPLICATION FORM MUST BE ACCOMPANIED BY A LETTER FROM THE GOVERNING BODY OF THE ORGANISATION AUTHORISING YOU TO HOLD A STREET COLLECTION PERMIT ON THEIR BEHALF.**

PLEASE ENCLOSE LITERATURE IN SUPPORT OF YOUR APPLICATION TOGETHER WITH A COPY OF THE ACCOUNTS FOR THE ORGANISATION FROM LAST YEAR.

Signed : \_\_\_\_\_

Dated : \_\_\_\_\_

Position : \_\_\_\_\_

Please return this completed application form together with associated documentation to the Entertainment Licensing Office, Civic Hall, Leeds, LS1 1UR.

For Further assistance please do not hesitate to contact the Licensing Section on one of the following telephone numbers:

(0113) 2474094 / 2474095 / 2474096 / 2474720 / 2243889