

LEEDS CITY COUNCIL

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 place 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) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of 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 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 payment 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;
 - (b) a list of the collectors;
 - (c) a list of the amounts contained in each collecting box, and shall, if required by 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 LEEDS CITY COUNCIL

was hereunto affixed 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 application to the Leeds City Council.

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

Home Office
Whitehall

15th August 1974

SCHEDULE

FORM OF STATEMENT

Form of Account of Proceeds, Expenses and Application of Proceeds.

Name of person to whom the permit was granted

Address of the person to whom the permit was granted

Name of the charity or fund which is to benefit

Date of collection

Show nil entries

Proceeds of Collection	Amount	Total	Expenses and Application of Proceeds	Amount	Total
From collecting boxes			Printing and Stationery		
			Postage		
			Advertising		
Interest on proceeds			Collecting Boxes		
			Badges		
Other items:-			Emblems		
			Other items:-		
			Regulation 15(2)		
			Disposal of Balance		
			(Insert particulars)		
TOTAL			TOTAL		

Certificate of Promoter

I certify that to the best of my knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Date (Signed).....

Certificate of Accountant

I certify that I have obtained all the information and explanations required by me and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection to which this relates.

Date (Signed)

Qualifications