Purpose

This guidance note is for charitable organisations who wish to collect money in the street.

Legislation

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.

Application Process

Applications are considered on a first come, first served basis. Once an application is received for an area for a specific date, no further applications will be processed. However we will try to accommodate second and third choice preferences.

Major collections (i.e. those covering a large proportion of the Leeds City Council area) will only be granted:

- to registered charities with a bona fide branch in the district
- to organisations which have sufficient resources to reasonably cover the whole area
- once per year for each organisation

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:

- to registered charities with a bona fide branch in the district.
- to local groups which are seen by Licensing Committee to serve the needs of the residents of the city.

Special arrangements will apply to collections in December where priority will be given to organisations providing Christmas entertainment. In order to accommodate as many applications as possible, part days only may be allocated.

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.

The sale of articles or magazines 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.

In accordance with clause 16 of the Street Collection Regulations it is necessary for a form of statement to be certified by an Accountant, together with a list of the Collectors and a list of the amounts collected sent to us within one month of the date of the collection.
Where the proceeds of the collection do not exceed £100 it is 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 them.

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. A letter on the Letters page thanking the people who contributed would be acceptable.

**Use of Personal Data**

Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

**Contact details:**

Entertainment Licensing Phone: 0113 378 5029
Leeds City Council Fax: 0113 336 7124
Civic Hall Website: www.leeds.gov.uk/licensing
Leeds, LS1 1UR Email: entertainment.licensing@leeds.gov.uk

This document should be used as a guidance tool. Only the courts can give an authoritative opinion on statute law. Every effort has been made to ensure this document is both comprehensive and accurate but in an attempt to simplify the law omissions have been made. Please refer to the legislation for full details of the law. You should seek your own legal advice on the matters raised in this guidance note.