



Public Health & Regulation (Licensing Unit), Portland House, 44 Richmond Road, Worthing, BN11 1HS

**Extracts from Street Collection Regulations**

Updated March 2017

1. In these Regulations, unless the context otherwise requires the following means :-

collection	a collection of money or a sale of articles for the benefit of charitable purposes and the word “collector” shall be construed accordingly.
promoter	a person who causes others to act as collectors.
permit	a permit for the collection.
contributor	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	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 Adur or borough of Worthing unless a promoter shall have obtained from Adur & Worthing Councils, 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 the collection.
- Provided that the Councils may reduce the period of one month if satisfied that there are special reasons for so doing.
4. No collection shall be made except upon the day and between the hours stated in the permit.
5. The Councils may, in granting a permit, limit the collection to such town, village, streets or public places or such parts thereof, as it thinks fit.
6. (i) No person may assist or take part in any collection without the written authority of the promoter.
- (ii) Any person authorised under paragraph (i) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of Adur & Worthing Councils 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 Councils’ Licensing Unit 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 :-
  - (i) a collector shall remain stationary; and
  - (ii) a collector or two collectors together shall not be nearer to another collector than 25 meters.

Provided that the Adur & Worthing Councils may, if it thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.

11. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector.
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 a collecting box.
  - (4) Every collector shall deliver, unopened, all collecting boxes in his/her 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 by any collector.
  - (2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any 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 Adur & Worthing Councils.
16.
  - (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to Adur & Worthing Councils:-
    - (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 payment incurred in connection with such a collection, and certified by that

person and either a qualified accountant or an independent responsible person acceptable to Adur & Worthing Councils;

- (b) a list of the collectors;
- (c) a list of the amount contained in each collecting box;

and shall, if required by Adur & Worthing Councils, satisfy it 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 the certificate under paragraph (1)(a) above has been given, publish in such newspaper or newspapers as Adur & Worthing Councils may direct, a statement showing the name of the person to whom the permit has been granted, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection and the amount of the expenses incurred in connection with such collection.
- (3) Adur & Worthing Councils may, if satisfied that 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 :-
  - (i) the Institute of Chartered Accountants in England and Wales;
  - (ii) the Institute of Chartered Accountants in Scotland;
  - (iii) the Association of Certified Accountants;
  - (iv) 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.