



ADUR DISTRICT  
COUNCIL



WORTHING BOROUGH  
COUNCIL

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

**Street Collections – Application Guidance**

Updated March 2017

To collect money for charity or charitable purposes on any street or public place requires, by law, a permit. Adur & Worthing Councils' Licensing Unit is responsible for the administration and regulation of street collections for charitable purposes within the district of Adur and borough of Worthing.

The councils' practice is to allow only one collection on any given day in one particular area to allow all charities a fair chance to hold an uninterrupted collection. Application for a permit needs to be made at least one month before the proposed date of the collection but in practice Worthing town centre, in particular, is often booked several months in advance and it is recommended that bookings are made at least 6 months in advance to guarantee a preferred date in a preferred area.

All street collection applicants should complete an application form and return it to Adur & Worthing Councils' Licensing Unit and prospective collectors should also make themselves acquainted with our street collection regulations, which will give an idea of the requirements for both the collectors and the organiser of the event.

**Applicants should note that this department can only authorise a permission to carry out a street collection. It may also be necessary to obtain permission or approval from other council departments and Sussex Police. The responsibility to obtain any further permissions required rests with the applicant.**

As a guide you may be required to contact the following departments:

If the collection is going to take place upon Council owned green spaces, parks etc. within Adur or Worthing, you may require an 'events pack' obtainable from:	Amanda Hosier, Parks Group, Adur & Worthing Councils Services' Tel: 01903 221067
If the collection is taking place in either Worthing, Shoreham, Lancing or Southwick Town Centres and/or you intend to use a table or display, to avoid 'double booking' contact:	Sharon Clarke, Worthing Town Centre Mgr. Tel: 01903 202352 Ben Varney - Adur Town Centres Tel: 01273 263354 / markets@adur-worthing.gov.uk
If the collection is to take place in a busy pedestrian area or involve parking a vehicle on a pedestrian area, or involve use of a highway,	Events Officer, Sussex Police 0845 6070999 and West Sussex Highways Department 01903 878512
If the collection is to take place along the foreshore, promenade or on the beach, contact:	Graham Cherrett Senior Foreshore Inspector Tel: 01903 221148

If your application is accepted we will then write formally with your permit and you will receive a form of statement to record the proceeds of the collection. This is a legal requirement and needs to be completed and returned to the unit as soon as possible following your collection.

If you have any further queries regarding charity collections please do not hesitate to contact us on 01273 263331 or email: [licensing.unit@adur-worthing.gov.uk](mailto:licensing.unit@adur-worthing.gov.uk) and we take this opportunity to wish you good luck with your arrangements for any proposed collection.