



royal manchester  
children's hospital **charity**

supporting excellence in treatment, care and research  
Registered charity number 1049274

## **Guidance for Volunteers and Authorised Fundraisers**

### **Street Collections**

Under the Charities Act 1992 (part III) a licence is needed for collections in any public place. This includes outside supermarket buildings or inside indoor shopping centres even if they are privately owned. If you wish to collect in a private place (e.g. inside a supermarket) then written permission must also be obtained from the owner/management etc.

- A permit is required for any collection made in the street or in a public place e.g. supermarket, town centre etc. No collection can take place without a permit.
- A collection may only be made in the place, on the date(s) and between the hours stated on the permit.
- An application for a permit must be made in writing, using a Street Collecting Licence Application form from the local authority licensing office no less than six weeks before the intended collection. A Street Collecting Licence Application form is usually downloadable from the local authority's website.
- The person applying for the permit and taking responsibility for the collection is termed the "promoter". It should be the promoter's name and address that appears on the street collection licence application form when making the application.
- All collectors must wear a name badge, have a copy of the permit and carry a certificate or letter of authority from Royal Manchester Children's Hospital Charity when collecting.
- All collectors must be aged eighteen or over.
- Collection boxes and buckets must be sealed and numbered and not opened without a witness.
- The promoter must read and comply with the street collection regulations that are sent with the permit.
- A Returns Form is also sent with the permit and the promoter must ensure that after the collection the Returns Form is completed and returned to the Licensing Officer within one month of the date of the collection.
- Collections must not be made in a manner likely to annoy or inconvenience any person.
- While collecting each collector must remain stationary and collectors should stand in pairs. Collectors should not shake or rattle collection boxes/buckets and must make sure that their collection box/bucket is in a secure place before taking a comfort break.
- If approached by a hostile individual collectors must always give up their bucket/box immediately.
- If Council inspectors find collectors without a permit they will stop the collection and confiscate the collection boxes/buckets.
- No permit is needed where a collection is held on a particular day at a private function on private property.

**If you have any questions regarding the licensing laws then please contact the Charity team on 0161 276 4522.**