

# REGULATIONS MADE BY IPSWICH BOROUGH COUNCIL WITH REGARD TO STREET COLLECTIONS

Ipswich Borough Council hereby adopt the Regulations set out in the schedule to the Charitable Collections (Transitional Provisions) Order, 1974, a copy of which is appended below:

1. In these Regulations, unless the context otherwise requires;

**Collection** means a collection of money or sale of articles for the benefit of charitable or other purposes and the "collector" shall be construed accordingly;

**Promoter** means a person who causes others to act as collectors;

**The Licensing Authority** means the Ipswich Borough Council;

**Permit** means a permit for a 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;

**Collection Box** means a box or other receptacle for the reception of money for contributions

2. **No collection, other than a collection taken at a meeting, shall be made in any street or public place within Ipswich unless a promoter has obtained a permit from the licensing authority.**
3. Application for a permit shall be made in writing not later than **one month before the date on which is proposed to make the collection.**
4. No collection shall be made except upon the day and between the hours stated in the permit.
5. The licensing authority may, in granting a permit, limit the collection to such 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 a 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 the licensing authority or any constable.
7. No collection shall be made in any part of the carriage-way of any street, which has a footway. Provided that the licensing authority may, if it thinks fit, allow a collection to take place on the said carriage-way where such a 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 metres.**

**\*\*Provided that the licensing authority 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 bed push or procession/walking through the Town Centre.**

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. (i) Every collector shall carry a collecting box. (Where possible).  
(ii) **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.**

- (iii) All money received by a collector from contributions shall immediately be placed in a collecting box, shaking of tins, buckets is not permitted.
  - (iv) 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. (i) Subject to paragraph (ii) below a collecting box shall be opened in the presence of a promoter and another responsible person.
- (ii) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank.
- (iii) As soon as a collection 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. (i) No payment shall be made to any other collector.
- (ii) 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 payments as may have been approved by the licensing authority.
16. (i) **Within one month after the date of any collection the person to whom a permit has been granted shall forward to the licensing authority:**
- 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 collection and certified by that person 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 the licensing authority, satisfy it as to the proper application of the proceeds of the collection.
- (ii) 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 licensing authority 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 benefit, the date of the collection, the amount collected, and the amount of the expenses and payments incurred in connection with such collection.
- (iii) The licensing authority may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraph (i) above.
- (iv) For the purpose of this regulation "a qualified accountant" means a member of one or more of the following bodies:
- o The Institute of Chartered Accountants in England and Wales;
  - o The Institute of Chartered Accountants of Scotland;
  - o The Association of Certified Accountants;
  - o 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. Any person who acts in contravention of any of the foregoing regulations shall be liable on summary conviction to a fine not exceeding two pounds or in the case of a second or subsequent offence not exceeding five pounds. \*

\* Note: The penalty, under Section 5 of the Police, Factories, etc (Miscellaneous Provisions) Act 1916 and Regulation 18 above, for contravening these regulations is now a fine not exceeding level 1 on the standard scale (currently £50), whether or not the offence is a first offence.