

# **POLICE, FACTORIES ETC (MISCELLANEOUS PROVISIONS ACT) 1916**

## **APPLICATION FOR A STREET COLLECTION PERMIT**

**Licensing Service  
Place Portfolio  
Business Strategy and Regulation  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD**

**Telephone Number: 0114 273 4264**

**Or visit our website: [www.sheffield.gov.uk/licensing](http://www.sheffield.gov.uk/licensing)  
Or email us at: [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)**

**Telephone line opening times**

**Monday to Friday                      10:00 to 16:00**

# GUIDANCE TO APPLY FOR A STREET COLLECTION PERMIT

**A street Collection Permit is required if it is proposed  
“... in any street or public place ...  
to collect money or sell articles for the benefit of charitable or other purposes...”  
  
(Police, Factories, Etc. (Miscellaneous Provisions) Act 1916, Section 5**

If you wish to collect money or sell articles in any street (which includes any highway, public bridge, road, lane, footway, square, court, alley or passageway whether a thoroughfare or not) or public place for charitable purposes within the Sheffield City boundary, then you must obtain a street collection permit from us.

Applications are considered in accordance with the Policy determined by the Licensing Committee on the 4<sup>th</sup> August 2011. Please ensure you read this prior to completing an application which is attached at the back of the form.

There is no charge for a street collection permit.

You must first contact us to establish whether the area you want to collect in and the date you would like to do it is available.

A large number of charities use the public spaces in Sheffield to make charitable collections and the fairest way to coordinate this is by a booking system on a first come first served basis.

We must receive an application form before we can book the area for you as provisional bookings cannot be taken.

It is the Council's policy to allow only one collection in a location at any one time.

Completed application forms must be received at least 28 days prior to the required collection date. Applications received after this time cannot be guaranteed to be issued.

**You must submit with your application a letter of authority from the Charity, which states that you have been authorised to do the Charity work.**

We will consider:

- public inconvenience
- other collections taking place
- the amount of money to be given to charity against the likely proceeds of the collection
- any convictions of the organiser
- whether the returns from a previous collection has been submitted within time.

We reserve the right to make more detailed enquiries about your application in certain circumstances. This could include requesting that the applicant or any other person associated with the organisation submits a disclosure of unspent criminal convictions at our request.

You must also read and abide by the Council's Street Collection Regulations.

Your attention is particularly directed to Regulation 16 which requires you to submit a financial return after the collection. Failure to submit the returns will result in you not being able to carry out any further collections in the Sheffield area.

Permits for large collections will exclude the Moor, Fargate and Barkers Pool; however, separate applications will be considered for those areas and permits may be granted in the absence of conflicting applications.

The Council will try to grant permits in accordance with the applicant's wishes, this will not be possible in every case.

Applications can be made online. Please visit our website at: [www.sheffield.gov.uk/licensing](http://www.sheffield.gov.uk/licensing) for further information and guidance.

Please submit applications to:

**The Licensing Service  
Block C Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD**

Telephone: (0114) 27 34264

Email: [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)

Web: [www.sheffield.gov.uk/licensing](http://www.sheffield.gov.uk/licensing)

Telephone opening times: Monday to Friday, 10.00 – 16.00

**SHEFFIELD CITY COUNCIL**

**POLICE, FACTORIES, ETC. (MISCELLANEOUS PROVISIONS) ACT 1916**

**APPLICATION FOR A STREET COLLECTION PERMIT**

**A. THE APPLICANT (must be completed by an individual)**

<b>Q1</b>	Full name of the applicant (Mr/Mrs/Miss/other)	
<b>Q2</b>	Applicant's permanent private address	
<b>Q3</b>	Date of birth	
<b>Q4</b>	Place of Birth	
<b>Q5</b>	Contact telephone number	
<b>Q6</b>	Email address	

**B. CHARITY / FUND DETAILS**

<b>Q7</b>	Full name of Charity / Fund to benefit	
<b>Q8</b>	Registered Charity No	
<b>Q9</b>	Full address of the Charity / Fund	
<b>Q10</b>	Object(s) of charity/fund (including background information)	

**You must submit with your application a letter of authority from the Charity, which states that you have been authorised to do the Charity work.**

**C. COLLECTION DETAILS**

<b>Q11</b>	Dates of proposed collection	
<b>Q12</b>	Times of proposed collection	
<b>Q13</b>	Proposed Location of collection	
<b>Q14</b>	How many <b>persons</b> will be collecting?	
<b>Q15</b>	How many <b>tins</b> will be used?	

<b>Q16</b>	Do you propose to collect in conjunction with a procession?	YES / NO
<b>Q17</b>	If the answer to Q16 is yes:	
	Do you wish to apply for consent under Regulation 7 and 10?	YES / NO
	Have you attached full details of the proposed route and nature of the procession?	YES / NO

<b>Q18</b>	Will all the collection proceeds be paid to the Charity / Fund?	YES / NO
	<b>If the answer is 'NO', you must declare the final destination of all the proceeds on a separate sheet attached to this form.</b>	

**D. CONVICTIONS**

<b>Q19</b>	Have you, or any person named in or associated with this application, been convicted of a criminal offence?	YES / NO If YES, please complete section below
<b>Name of person and details of their conviction</b>		
First Name		
Family Name		
Date of Conviction		
Court		
Offence		
Penalty/ Sentence		

**E. DECLARATION**

**I DECLARE THAT:**

- (a) the information I have given is correct;
- (b) I have carefully read and will abide by the City Council's Street Collection Regulations; in particular the requirement to submit the financial return under Regulation 16;
- (c) I am aware that Sheffield City Council reserves the right to make more detailed enquiries about my application in certain circumstances which could include myself or any other person connected with my organisation being required to submit a disclosure of unspent criminal convictions;
- (d) I understand that spent convictions are not considered by the city council; and
- (e) I have enclosed a letter of authority from the Charity, which states that I have been authorised to do the Charity work.

To be signed by the applicant
Name: .....  Date: .....  Signature: .....

## Privacy Notice – Street Collections

### How we will use your information

The information provided to us will be used to help us process your application.

Your personal data is processed under a contract to which you are party to through your application for a licence (as per Article 6(1)(b) of the General Data Protection Regulation). In terms of special category data, your information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).

Your application will be processed in line with the following pieces of legislation:

- Police, Factories, etc. (Miscellaneous Provisions) Act 1916

### Who we will share your information with

We may share your information with the following third parties in order to inform decision making:

- South Yorkshire Police
- Bodies responsible for auditing or administering public funds
- Other Local Authorities or Services that are relevant to your operation

### How long we will keep your information

The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.

The information will be stored either in paper form and/or electronically on a secure council database.

### What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>

If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require.

## **THE SHEFFIELD CITY COUNCIL**

Regulations made by the Sheffield City Council with regard to street collections.

In pursuance to Section 5 of the Police, Factories etc., (Miscellaneous Provisions) Act 1916, as amended by Section 251 and Schedule 29 to the Local Government Act 1972. The Sheffield City Council hereby makes the following regulations with respect to the places where the conditions under which persons may be permitted in any street or public place within the Sheffield City Council to collect money or sell articles for the benefit of charitable or other purpose:

### **STREET COLLECTION REGULATIONS**

1. In these Regulations, unless the context otherwise requires – “collection” means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word “collector” shall be construed accordingly;  
  
“promoter” means a person who causes others to act as collectors;  
  
“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;  
  
“collecting box” means 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 Sheffield City Council area unless a promoter shall have obtained from the Sheffield City Council 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 Sheffield City Council 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 Sheffield City Council may, in granting a permit, limit the collection to such streets or public place or such parts thereof as it thinks fit.
6. (1) No person may assist or take part in any collection without the written authority of a promoter.  
  
(2) Any person authorised under paragraph (2) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the Sheffield City Council 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 Sheffield City Council may, if it thinks fit, allow a collection to take place on the said carriage way where such collection has been authorised to be held in connection with a procession.

8. No collections 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 –
  - (a) a collector shall remain stationary; and
  - (b) a collector or two collectors together shall not be nearer to another collector than 25 metres:

Provided that the Sheffield City Council 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. Provided that the Sheffield City Council may permit persons of fourteen years of age or more to act as collectors where it is satisfied that it is reasonable in the circumstances of a particular collection and that collectors under sixteen years of age will be accompanied by an adult.
12.
  - (1) Every collector shall carry a collecting box.
  - (2) All collecting boxes should 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 the contributor shall immediately be placed in a collecting box.
  - (4) 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 or 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 to any collector.
  - (2) 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 Sheffield City Council.

- 16. (1)** Within **one month** after the date of any collection the person to whom a permit has been granted shall forward to the Sheffield City Council:
- (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 payments incurred in connection with such a collection and certified by that person and either a qualified accountant or an independent responsible person acceptable to the Sheffield City Council;
  - (b)** a list of the collectors;
  - (c)** a list of the amounts contained in each collecting box; and shall, if required by the Sheffield City Council 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 the person and after the certificate under paragraph (1) (a) above has been given, publish in such newspaper or newspapers as the Sheffield City Council 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, the amount collected, and the amount of the expenses and payments incurred in connection with such collection. Provided Sheffield City Council may, if it thinks fit, waive the requirements of the sub-paragraph in respect of a collection in which the total amount collected does not exceed £150.
- (3)** The Sheffield City Council may, if satisfied there are special reasons for so doing extend the period of one month referred to in paragraph (1) above.
- (4)** For the purpose of this Regulation “a qualified accountant” means a member of one or more of the following bodies:-
- the Institute of Chartered Accountants in England and Wales;
  - the Institute of Chartered Accountants of Scotland;
  - the Association of Certified Accountants;
  - 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 will be liable on summary conviction to a fine not exceeding £50.00.

# **Sheffield City Council**

## **Street Collection Policy**

### **Police, Factories, etc. (Miscellaneous Provisions) Act 1916**

Applications for charitable street collection permits within the Sheffield area will be considered in accordance with the following policy determined by the Licensing Committee on 4<sup>th</sup> August 2011:-

1. Applications will generally be dealt with in order of receipt. Licensing Officers are permitted to consider the following exceptions to:
  - i) accommodate applications linked to local events/charities that are based within the city boundary;
  - ii) ensure that all local charities/organisations are given an equal opportunity to collect in Sheffield;
  - iii) ensure that any individual charity/organisation does not monopolise the system;
  - iv) achieve a fair balance between local and national charities;
2. Applications must be made at least 28 days in advance of the proposed first day of collection. This requirement will only be waived in exceptional circumstances at the discretion of the Chief Licensing Officer. Applications for the following year will not be accepted any earlier than the 1<sup>st</sup> December of the current year. Any applications received prior to the 1<sup>st</sup> December for the following year will be returned.
3. Charities/organisations will only be allocated one major pedestrian shopping area at any one time, apart from the following exceptions:
  - i) That there are no other applications for those area(s) on that day;
  - ii) The Royal British Legion will be permitted to collect throughout the entire city for one week in the run up to Remembrance Sunday each year;
  - iii) Applications linked to galas, festivals, processions, parades, races or similar will be permitted to collect in the area or along the route (which must be clearly specified) of the event at the discretion of the Chief Licensing Officer / Head of Licensing; and
  - iv) Attempts will be made to accommodate applications linked to recognised emergency and disaster appeals. Decisions will be dependent on permits that may have already been granted for that date and area.
4. Prime collection areas within the City Centre are:-

Fargate  
Pinstone Street – Outside Town Hall  
Barkers Pool (outside John Lewis)  
The Moor

Restricted areas within the City Centre such as Sheffield Peace Gardens and Orchard Square will only be issued with permits in circumstances where written permission from the land owner has been given to use the space for purposes of collections.

5. For collections taking place within the city centre boundary and using a structure on the highway, for example the use of a table or activities structure, the applicant is required to seek permission from the City Centre Management Team to use the site prior to applying for a Street Collection from the Licensing Authority.
6. The Licensing Service will not permit two charitable collections to take place on the same day in the same area. The Licensing Authority wishes to avoid any conflict and the over burdening of visitors/residents that visit these areas.
7. Where there are disputes regarding the allocation of dates or areas to charities/organisations the Licensing Officer will refer the matter to the Chief Licensing Officer, whose decision will be final.
8. The sale of articles, magazines in a public place for charitable purposes constitutes a street collection for which a street collection permit is required. All Student Rag Organisations will be prohibited from collecting within the Sheffield area with the exception of the Sheffield Rag and the Hallam RAG.
9. Permits will not be issued where financial returns have not been made in connection with any previous collection by that promoter / charity / organisation.
10. Applicants should note they may be requested to provide a disclosure of unspent criminal convictions. Any relevant convictions deemed relevant will result in the application being placed before the Licensing Committee for a decision, should the applicant wish to pursue the application.
11. The Licensing Service may at their own discretion restrict the number of collectors permitted to collect within any given area in accordance with the Street Collection Regulations.
12. Should the Licensing Service receive on-going complaints in relation to promoters breaching Street Collection Regulations, applications may be granted on a restricted basis in relation to number of collectors/times collecting or may be automatically referred to the Licensing Committee for a decision.
13. Any matters not dealt with in the above policy that can not be resolved mutually will be referred to the Licensing Committee for determination.

**The Licensing Service  
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Place Portfolio  
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**Tel: 0114 273 4264**

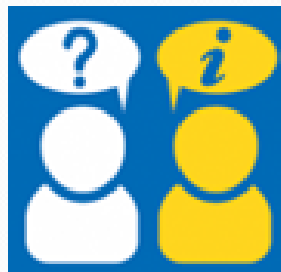
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Sheffield  
City Council



Licensing Service

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