**REGULATIONS**

**MADE BY CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL**

**WITH REGARD TO STREET COLLECTIONS**

In exercise of the powers conferred upon it by Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, as amended by Schedule 251 of the Local Government Act 1972, and Schedule 29 to that Act City of Bradford Metropolitan District Council hereby makes the following Regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within City of Bradford Metropolitan District Council area to collect money or sell articles for the benefit of charitable or other purposes:-

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;

 "the licensing authority" means City of Bradford Metropolitan District 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;

 "collecting box" means a box or other receptacle for the reception of money from contributors;

 "public place" means any highway, public park or garden, public bridge, road, land, footway, square, court, alley or passage, whether a thoroughfare or not and includes any open space to which, for the time being, the public have or are permitted to have access whether on payment or otherwise.

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 Licensing Authority's area unless a promoter shall have obtained from the Licensing Authority a permit issued by the Licensing Team, Argus Chambers, Hall Ings, Bradford, BD1 1HX.

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 Licensing Authority may reduce the period of one month if satisfied that there are special reasons for so doing.

1. 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. (1) No person may assist or take part in any collection without the written authority of a promoter.

 (2) Any person authorised under paragraph (1) 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 carriageway 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 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:-

 (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 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 procession.

11. No promoter, collector, or person who is otherwise connected with a collection shall permit a person under the age of 16 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 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 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 Licensing Authority.

16. (1) Except as is provided for in paragraphs (5) (6) and (7) of this Regulation 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 payments 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.

 (2) 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 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 that the Licensing Authority may, if it thinks fit waive the requirements of this paragraph above in respect of a collection in which the total amount collected does not exceed £100.

 (3) The Licensing Authority may, if satisfied there are special reasons for doing so, 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:-

 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.

 (5) If a collection results in a sum of £100 or less being collected then notwithstanding the requirement in paragraph (1)(a) the promoter may submit the statement of accounts without any certification by a qualified accountant provided that in substitution therefor there is submitted a certificate signed by an independent responsible person acceptable to the Licensing Authority and provided also that the Licensing Authority may, having examined the statement of accounts, insist that the requirement of paragraph (1)(a) must be strictly observed.

 (6) Nothing in paragraph 16(5) shall be taken to exempt the Promoter in any circumstances from the requirements set out in paragraphs 16(1)(b) and 16(1)(c).

 (7) The aggregate gross proceeds from a collection or series of collections taken within the Licensing Authority's area by any person on behalf of any Organisation shall be taken to mean all collections organised by that person in all places specified on the collection permit.

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 where 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 level one on the standard scale.

19. These Regulations shall come into force one month after the date on which they are confirmed by the Secretary of State and City of Bradford Metropolitan District Council do determine that from and after the date on which the foregoing Regulations shall come into force the existing Regulations made by the said Council on 26 September 1974 shall be and are hereby repealed.