

Police, Factories etc. (Miscellaneous Provisions) Act 1916

Street Collections 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;
 - "the licensing authority" means the Oxford City 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 receiving 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 Oxford unless the promoter of the collection has obtained a permit from the council.
3. Application for a permit shall be made in writing not later than one month before the date of the proposed collection.
4. The collection must be made on the day (and between the hours) stated in the permit.
5. The Council may limit the collection to certain streets or places or other areas as it thinks fit.
6.
 - (1) No person may assist or take part in any collection without the written authority from the promoter.
 - (2) Persons authorised above must carry with them a copy of the permit so that it is available for inspection, by an authorised officer of the Council, or a police officer, at any time during the collection.
7. No collection shall be made in any part of the carriageway of any road or street unless it is being conducted as part of a procession which has received prior approval from the police and the council.
8. No collection shall be made in a manner likely to inconvenience or annoy any person.
9. While collecting -
 - (a) a collector shall remain stationary; and
 - (b) a collector or two collectors together shall not be nearer than 25 metres to another collector.
10. No promoter, collector or other person who is connected with a collection shall permit a person under sixteen to act as a collector.
11.
 - (1) Every collector shall carry a collecting box.
 - (2) All collecting boxes shall be numbered consecutively and shall be secured and sealed in such a way to prevent them being opened without the seal being broken.

- (3) All money received by a collector from contributions shall be placed immediately in a collecting box.
 - (4) Every collector shall deliver, unopened, all collecting boxes in the collector's possession to the promoter.
12. A collector shall not use any collecting box which does not bear the name of the charity or fund which is to benefit, displayed in a prominent position on the box.
13.
 - (1) Subject to paragraph (2) below a collecting box shall be opened in the presence of the promoter and another responsible person.
 - (2) Where a collecting box is delivered unopened to a bank, it may be opened by an official of that bank.
 - (3) As soon as a collecting box has been opened, the person opening it shall count the contents and enter the amount (along with the number of the collecting box) on a list to be certified.
14.
 - (1) No payment shall be made to any collector.
 - (2) No payment shall be made out of the proceeds of a collection, directly or indirectly, to any other person connected with the promotion or conduct of the collection other than payments which have been specifically approved by the Council.
15.
 - (1) Within one month after the date of the collection the permit holder shall forward to the Council:
 - (a) The completed form of statement (Schedule 1 to these Regulations), showing the amount received and the expenses and any payments incurred in connection with the collection. The form must be certified by the promoter and an independent responsible person such as a qualified accountant.
 - (b) a list of collectors;
 - (c) a list of the amounts contained in each collecting box.
 - (2) The council may, if there are special reasons for doing so, extend, at the request of the promoter, the period of one month referred to in paragraph (1) above.
 - (3) For the purposes of these Regulations "a qualified accountant" means a member of at least one of the following organisations: -
 - 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.
16. 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 those articles are sold in the ordinary course of trade and without any representation to the effect that the proceeds of sale are to be applied for any charitable or other similar purpose.
17. Any person who contravenes any of the above Regulations shall be liable on summary conviction to a fine not exceeding level 1 on the standard scale (currently £200).