

**APPLICATION  
FOR A  
STREET  
COLLECTION  
PERMIT**

## GUIDANCE NOTES FOR A STREET COLLECTION PERMIT

### **PLEASE NOTE YOU MUST GIVE AT LEAST 1 CALENDAR MONTHS NOTICE**

Before sending your application form to the Licensing Services please check that you have included or completed the following:-

- (1) A letter of authorisation from the charity giving permission for the named applicant to collect.
- (2) A leaflet or letter giving details of the aims and work of the charity. (New applications only).
- (3) A leaflet or letter stating how the proceeds will benefit persons or groups in Wolverhampton. (New applications only).
- (4) State the collection days, dates and zones you require. (Section 12).
- (5) Collections may only take place in the Mander or Wulfrun Centre with prior consent of the owners of those precincts.
  - (a) To collect in the Mander Centre you must obtain separate permission from:  
The Town Centre Manager, Mander House, Mander Centre, Wolverhampton. Telephone No. (01902) 711084.
  - (b) To collect in the Wulfrun Centre you must obtain separate permission from:  
Centre Manager, London and Cambridge Properties, The Pensnett Trading Estate, Kingswinford, West Midlands, DY6 7NA. Telephone No. (01902) 425654

**Please include letters of approval from the Mander Centre/Wulfrun Centre with your application if you wish to collect in the above zones.**

- (6) **If you wish to collect outside the Molineux Football Ground/Departmental Stores/ Supermarkets (Zones 11 to 18) you must obtain their permission in writing and include letters of approval with your application. Failure to include these documents will delay the approval of the collection.**
- (7) **Procession - Fun Walks - Bed Pushes / Car Pulls**  
3 copies of route stating the roads and area your procession/fun walk/bed pushes/car pulls will take. The enclosed questionnaire must be completed (see Section 10).
- (8) **Expenses**  
The Council would prefer that any expenses incurred are not deducted from the monies collected. If however you need to deduct any expenses, please send in a letter with your application form giving full details. Consideration will then be given to your request.

**PLEASE ENSURE YOUR APPLICATION FORM IS CORRECT, ALL RELEVANT DOCUMENTS ARE INCLUDED AND YOU HAVE GIVEN AT LEAST 1 CALENDAR MONTH NOTICE.**

**ANY ERROR WILL RESULT IN YOUR APPLICATION BEING RETURNED TO YOU AND THEREFORE WILL RESULT IN A DELAY IN THE PROCESSING OF YOUR APPLICATION.**

The guidance notes and Street Collection Regulations should be retained for your information.

**HELP LINE 01902 556036**

**WOLVERHAMPTON CITY COUNCIL  
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;  
"the licensing authority" means Wolverhampton 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 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 Wolverhampton unless a promoter shall have obtained from the licensing authority 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 licensing authority 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 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 sixteen 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) 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 collection 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 persons 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(s) 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.**
  - (3) The licensing authority 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 shall be liable to a fine of £25.00

**WOLVERHAMPTON CITY COUNCIL**

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**FORM OF APPLICATION FOR STREET COLLECTION PERMIT**

SC NO

<p>1. Surname of Applicant: (Block Letters) (Mr/Mrs/Miss/Ms)  Forenames:</p>	
<p>2. Home Address of Applicant:</p>   <p>Home Telephone Number Work Telephone Number Mobile Telephone Number Fax Number</p>	
<p>3. (a) Name and Address of Charity or Fund which is to benefit from the collection.</p>  <p>(b) Are you an officer of this Charity or Fund.  If yes, state position/title within the charity .  .....</p> <p><b>PLEASE SUPPLY A LETTER FROM THE CHARITY AUTHORISING YOU TO COLLECT ON THEIR BEHALF.</b></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>4. Aims and Objectives of Charity/Fund/Organisation to benefit from collection.</p>  <p><b>New Street Collections - Please supply a leaflet or letter giving the aim of the charity.</b></p>	
<p>5. Will the proceeds of the collection benefit persons or groups in Wolverhampton?</p>  <p><b>New Street Collections - If the answer is yes, please supply a letter giving full details.</b></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>6. Approximately how many persons will be collecting?</p>	
<p>7. (a) Will you be using professional fundraisers?  (b) If YES please state the name of organisations.  (c) Please provide a copy of your Solicitation Statement.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

<p>8. (a) Will the whole of the proceeds of the collection be paid over to the Charity or Fund?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>(b) If No, please state approximately how much will be deducted. State the purpose for which these deductions will be made.</p>	
<p>9. (a) Have you previously been granted a Street Collection Permit by this Authority?  If Yes, please state date of last collection.</p> <p>(b) Have you returned your financial statements and a press cutting for the last collection?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>.....</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>10. Is it proposed that the collection will be conducted in conjunction with a Procession, Bed Push/Fun Walk/Car Pull.  If yes, please supply 3 copies of the procession route/list of roads and complete the attached questionnaire. (See Section 10).</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

**DECLARATION**

I am aware that should a Street Collection Permit be granted to me the collection must take place in strict compliance with the Street Collection Regulations which I have read and fully understand.

I am aware that it is also necessary for me to submit to the Council a certified form of statement within 1 month of the collection taking place and that I must also publish a notice in the newspaper which covers the circulation of Wolverhampton within that time and send a copy to Licensing Services.

.....  
Signature of Applicant

.....  
Date

Please ensure that all questions are answered and relevant documents enclosed in order that the processing of your application is not delayed.

**THE INFORMATION GIVEN MAY BE HELD IN MANUAL OR  
COMPUTERISED FORM AND WILL BE SUBJECT TO THE  
PROVISIONS OF THE DATA PROTECTION ACT 1998**

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see  
[http://www.wolverhampton.gov.uk/council/corporate/finance/corruption\\_fraud/nfi.htm](http://www.wolverhampton.gov.uk/council/corporate/finance/corruption_fraud/nfi.htm)

On completion this form should be returned to:-

**Wolverhampton City Council  
Regulatory Services  
Licensing Services  
Civic Centre  
St Peter's Square  
Wolverhampton WV1 1DA**

**10. PROCESSION / BED PUSHES / FUN WALK / CAR PULL**

If you intend to organise a Bed Push/Procession/Fun Walk/Car Pull please answer the following questions.

(i) State the number of adults who will be taking part. \_\_\_\_\_

(ii) State the number of children who will be taking part. \_\_\_\_\_

(iii) Will the participants use the footpath and/or the road. \_\_\_\_\_

(iv) Will the Procession/Bed Pushes/Fun Walk/Car Pull be Marshalled. YES  NO

If the answer is yes, state how many Marshalls. \_\_\_\_\_

(v) Include 3 copies of the route and details of your plans to ensure the safety of the participants of the Procession/Bed Pushes/Fun Walk/Car Pull

(vi) Have you informed the West Midlands Police/ Transportation Service, Civic Centre, Wolverhampton. YES  NO

If the answer is yes please state the names of the officers you have informed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(vii) Will there be any bands or marching bands. YES  NO

If the answer is yes please give details.

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

NAME OF CHARITY \_\_\_\_\_

HOME TELEPHONE NO \_\_\_\_\_

WORK TELEPHONE NO \_\_\_\_\_

MOBILE TELEPHONE NO \_\_\_\_\_

11.

**STREET COLLECTION ZONES**

* MANDER CENTRE	ZONE 1
* WULFRUN CENTRE	ZONE 2
DUDLEY STREET	ZONE 3
QUEEN STREET	
LICHFIELD STREET	
VICTORIA STREET	ZONE 4
WORCESTER STREET	
DARLINGTON STREET	
QUEEN SQUARE	ZONE 5
WOOLPACK ALLEY	ZONE 6
PENN	ZONE 7
TETTENHALL	ZONE 8
WEDNESFIELD	ZONE 9
BILSTON (EXHIBITION CENTRE, CHURCH STREET)	ZONE 10
* MOLINEUX	ZONE 11
* MORRISONS	ZONE 12
* ASDA	ZONE 13
* SAFEWAYS (PENDEFORD)	ZONE 14
* SAFEWAYS (PENN)	ZONE 15
* SAINSBURYS	ZONE 16
* SOMERFIELDS (WARSTONES)	ZONE 17
* SOMERFIELDS	ZONE 18
SCHOOL STREET/SALOP STREET	ZONE 19
MERRY HILL (WOLVERHAMPTON)	ZONE 20

\* **If you wish to collect at the Mander Centre, Wulfrun Centre, Outside the Molineux Football Ground / Departmental Stores / Supermarkets (Zones 1 and 2, 11 to 18). You must obtain their permission in writing and include these letters of approval with your application. Failure to supply these documents will delay the approval of your collection.**

12. Name of Charity:

SC No.

Name of Applicant:

Please state the days, dates and zones required for your collection. Include any other areas not covered by these zones.

DAY	DATE	ZONE	ZONE DETAILS