



WAVERLEY BOROUGH COUNCIL

GUIDELINES FOR THE GRANT OF STREET COLLECTIONS IN WAVERLEY

The Council has delegated to its officers the authority to consider and determine applications for street collections, subject to the guidelines set out below. Any person who is dissatisfied with the outcome of an application for a street collection permit, may request that the application be considered formally by the Licensing and Regulatory Committee.

1. The Council will usually permit four collections only per year by any individual or organisation applying. **"If you are organising a series of community events, please refer to guideline 14 to see if your events meet the criteria for issuing additional collections"**.
2. The Council will only issue permits to an individual or organisation which provides adequate information so that the application can be considered properly. This may include any information which might lawfully be requested by the Council in addition to that given on the application form.
3. The Council will not issue permits to an individual or organisation whose aims do not appear to be charitable or of a closely allied nature. Where there is any doubt about the aims of the collecting body, it may be asked to provide further evidence to clarify that doubt.
4. The Council will not issue further permits to an individual or organisation whose collectors are paid more than it considers to be "reasonable expenses".
5. The Council will not normally issue further permits to an individual or organisation that has cancelled a street collection in Waverley at short notice (less than one week), on more than one occasion in the last three years.
6. The Council will not normally issue permits to an individual or organisation that has held an unlawful street or house to house collection within its area, or that of another Local Authority.
7. The Council will take into account any decision by another Local Authority to refuse permission for the individual or organisation in question to hold a street or house to house collection, and the reasons for it.
8. The Council will not normally issue further permits to an individual or organisation who has broken the Street Collections Regulations set by this Council, or those of another Local Authority within the last five years, or where it is reasonably suspected that the individual or organisation might do so.

9. The Council will not normally issue permits to an individual or organisation who has previously submitted a returns form for a collection which has taken place in the Borough showing that no money was received.
10. The Council will take into account information or advice supplied by the Police or other relevant body in deciding whether to grant a permit.
11. The Council's officers are not authorised to grant a permit to an individual or organisation where a previous application has been considered and refused by the Licensing/Licensing and Regulatory Committee.
12. The Council will not normally permit **issue a permit** for a street collection where an application from the applicant/organisation has been refused by the Council's Licensing/Licensing and Regulatory Committee in the preceding **two** years.
13. The Council will not normally permit **issue a permit** for a Street Collection where the aims and objects of the collection are unlikely to benefit local people specifically, or as the reasonably foreseeable consequences of more widespread activities.
14. **In the event that a collection is requested for a series of community events (between 5 and 20 events) that take place in a public place, other than in the town or village centre, the Head of Policy and Governance in consultation with the Chairman and Vice-Chairman of the Licensing and Regulatory Committee, will be authorised to issue street collection permits, subject to the following conditions being met:-**
 - **The primary purpose of the series of events is to provide entertainment for the community. The collection of funds shall be incidental to the event.**
 - **Collections made should be to contribute to the cost of staging the event and/or to raise funds for charitable purposes (incidental to the event)**
 - **The organiser of the events can not include, as part of the costs of staging the event, a payment in any form to him or herself other than to pay for specific costs incurred in relation to the event, supported by documentary evidence**
 - **All applications for collections are to be submitted at least one month in advance of the first event in the series taking place**
 - **All promotional material shall display a prominent statement that people attending will be invited to make a donation, and if relevant, to name the charity or charities which will benefit from the funds**

Note: Where an applicant is dissatisfied with the proposed refusal of an application for a street collection, he/she may request that the application is brought before the Licensing and Regulatory Committee for determination