

**REGULATIONS MADE BY MANCHESTER CITY COUNCIL
WITH REGARD TO STREET COLLECTIONS**

In pursuance of Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, and the Charitable Collections (Transitional Provisions) Order 1974, Manchester City Council hereby makes the following regulations;

- 1 In these Regulations, unless the context otherwise requires –
 - a '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.
 - b 'Promoter' means a person who causes others to act as collectors.
 - c 'The licensing authority' means Manchester City Council.
 - d 'Permit' means a permit for a collection.
 - e '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.
 - f '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 City of Manchester 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. Providing that the Licensing Authority may reduce the period of one month if satisfied that there are special reasons for doing so.
- 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. Providing 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. Providing 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. Providing that Manchester City Council may permit persons of 14 years or more to act as collectors where it is satisfied that this is reasonable in the circumstances of a particular collection and that collectors under 16 years of age will be accompanied by an adult.

12 Every collector shall carry a collecting box.

- a 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.
- b All money received by a collector from contributors shall immediately be placed in the box.
- c 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 Subject to paragraph (a) below a collecting box shall be opened in the presence of a promoter and another responsible person.

- a Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank.
- b 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 payments 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 the 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.

(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 purposes of this Regulation 'A qualified accountant' means a member of one or more of the following bodies;

- a. The Institute of Chartered Accountants in England and Wales
- b. The Institute of Chartered Accountants of Scotland
- c. The Association of Certified Accountants
- d. The Institute of Chartered Accountants in Ireland

(5) If a collection results in a sum of £100 or less being collected, the Council may, if it thinks fit, waive the requirement in paragraph (1) (a) above that the statement of accounts shall be certified by a qualified accountant and substitute therefore a certificate signed by an independent responsible person acceptable to the Council provided also that the Council may, having examined the statement of accounts, insist that the requirements of paragraph (1) (a) must be strictly observed.

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.

These Regulations shall come into effect upon the expiration of the period of one month beginning with the date on when they are confirmed by the Secretary of State, and all other street collection regulations being effective in the City of Manchester are hereby repealed with effect from the date on which these Regulations come into force.

Note: In exercise of the discretion conferred upon it by Regulation 16(2) the news papers that the Licensing Authority have approved for such publication are:

<u>Collection Area</u>	<u>Newspaper</u>
City centre or city wide:	Manchester Evening News / Manchester Metro
North area:	North Manchester Express
South area:	South Manchester Express

Any Manchester 'free' papers may also be used for the above purpose.

Any person who acts in contravention of any of the foregoing Regulations will be liable on summary conviction to a fine not exceeding level 1 on the standard scale.