

# South Lakeland District Council

Public Protection Group  
Licensing Team, South Lakeland House, Lowther Street, Kendal, LA9 4UD  
Tel: 01539 733333 Fax: (01539) 740300  
E-mail: [Licensing@southlakeland.gov.uk](mailto:Licensing@southlakeland.gov.uk)  
[www.southlakeland.gov.uk](http://www.southlakeland.gov.uk)

## Form of Application For A Street Collection Permit

1	Name of society, committee or body or persons responsible for the collection or sale	
2	Tel No	
3	Address for correspondence	
4	Names and addresses of the applicants for the permit who will be jointly responsible for the collection or sale	
5	Name of charity or fund which is to benefit	
6	Registered Charity Number	
7	Address of the administrative centre of the charity or fund and the name of the secretary	
8	Objects of the charity or fund	
9*	Date upon which it is desired to make the collection or sale	
10	Locality within which it is desired to make the collection or sale	
11	The method to be adopted in making the collection or sale. (State if collection or sale)	
12	Payments (if any) to be made to persons connected with the promotion or conduct of the collection or sale, stating the name and address and the amount to be paid in each case	
13	Disposal of the receipts. Are the whole of the receipts to be paid over for the benefit of the charity or fund, or will any deduction be made for the expenses or any other purpose	
14	Signatures of persons making this application	
15	Date of application	

To be returned to:- Public Protection Group, Licensing Team, South Lakeland House, Kendal, Cumbria LA9 4UD.  
Attention is drawn to the extract from the Street Collection Regulations overleaf.

**NOTE - This application MUST be returned to the above address NOT LATER than one month prior to the date of the proposed collection. \*No guarantee can be given that a permit will be granted or that the date requested will be allocated. Applications will be not be considered unless returns for previous collections have been received.**

## EXTRACT FROM STREET COLLECTION REGULATIONS

1. No collection other than a collection taken at a meeting in the open air shall be made in any street or public place within South Lakeland District, unless a promoter shall have obtained from the Council a permit.
2. 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.
3. No collection shall be made except upon the day and between the hours stated in the permit.
4. The Council may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.
5. No person may assist or take part in any collection without the written authority of the authority of the Promoter.
6. No collection shall be made in any part of the carriageway of any street that has a footway.
7. No collection shall be made in a manner likely to inconvenience or annoy any person.
8. While collecting, a collector shall remain stationery and a collector or two collectors together shall not be nearer to another collector than 25 metres.
9. No person under the age of 16 years shall act as a collector except that persons between the age of 14 and 16 years may do so if accompanied by an adult and prior permission is obtained from the Council.
10.
  - (a) Every collector shall carry a collecting box.
  - (b) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed.
  - (c) All money received by a collector from contributors shall immediately be placed in the collecting box.
  - (d) Collectors shall deliver unopened collecting boxes to promoter.
11. Collecting box to bear displayed prominently thereon name of charity or fund that is to benefit.
12. No payment shall be made to any collector.
13. No payment shall be made out of the proceeds of a collection, directly or indirectly, to any person connected with the promotion or conduct of collection.
14. Within one month of the date of collection the person to whom a permit has been granted shall forward to the Council:-
  - (a) a statement showing the amount received and the expenses and payments incurred in connection with such collections and certified by that person and a qualified accountant or such responsible person acceptable to the Council;
  - (b) a list of the collectors;
  - (c) a list of the amounts contained in each collecting box.
15. The said person shall also, within the same period, at the expense of that person after the qualified accountant or acceptable responsible person had given his certificate, publish in such newspaper or newspapers as the Council 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 of the expenses and payments incurred.
16. 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 in 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. Any person who acts in contravention of any of the foregoing regulations shall be liable on summary conviction to a fine not exceeding Fifty pounds, or in the case of a second or subsequent offence, not exceeding Fifty pounds.