

Charity Collections in England and Wales

(Guidance drawn from Charnwood Catalogue - www.charnwood-catalogue.co.uk - with kind permission)

We are delighted that you are intending to fundraise for **Fanconi Hope**. In order to ensure that we all comply with the law in this respect there are a number of issues to be considered. We are happy to provide you with the relevant authorisation and resources on request.

In summary, if you are collecting on private property you just need the owner's consent. If it's on public property then you need to seek permission from the local authority and more paperwork is likely to be required. See below for more details.

When you've finished collecting you need to open the box in the presence of a witness and either deposit the money in any HSBC Bank using our bank details:

Account Name: Fanconi Hope,

Account No: 61492969,

Sort Code: 40-31-17.

Alternatively please send a cheque to Fanconi Hope, PO Box 905, Southsea, Hants, PO9 1JG.

Please also complete and return the form at the foot of this sheet.



In any event, please return all opened collection boxes, together with the signed form at the foot of this sheet to the above address to be resealed. If you require more boxes please just ask.

Do you need a permit?

You need a permit before you can:-

- collect money for charity on the street or in a public place.
- carry out a house-to-house collection for money or goods (like jumble). "House-to-house" includes pubs, offices and places of business as well as residential houses.

You don't need a permit for a charity collection on private land but you do need the owner's permission. This means you can:-

- hold a collection inside a supermarket or shop, or a privately-owned shopping centre, or a pub whether in person or by putting a collecting box on the counter.
- hold a collection at a garden party, say, or an annual dinner.



Street Collections

Permits for charity collections, sometimes called licences, are free of charge. They are usually issued by your local council. In London, however, the Metropolitan Police are responsible for issuing permits.

You will be acting as the promoter for any collection in a street or public place. You will need to apply for the permit and be responsible for ensuring that the way the collection is carried out complies with the regulations set by the authority issuing the permit.

You may be asked to give information about **Fanconi Hope** when you apply for a permit; the aims, activities, possibly the constitution, and the most recent accounts. If so, please let us know and we will provide the relevant information.

The arrangements by which you apply for a permit may be different in different places. Local councils (and the Metropolitan Police) may also have their own policies about how often they allow street collections to take place, or whether more than one organisation can hold a collection on the same day; and the detailed regulations may differ slightly as well. You need to contact your own local council (or, in London, the Metropolitan Police) for further information.

Collectors: There will almost certainly be regulations which mean that:-

- The promoter has to give written authority to each and every collector - and in a form which they can produce if asked to do so. No-one else may help collect money. (You may also want your collectors to wear name badges.)
- Fanconi Hope can provide badges with written authorisation on request. Please send a passport-like photo of each collector, preferably by e-mail to info@fanconihope.org
- Collectors must be at least 16 years old and must be volunteers i.e.: they cannot be paid.

Collection boxes: Regulations about collection boxes (including buckets) usually mean that:

- They must be closed and sealed in such a way that they cannot be opened without breaking the seal.
- They must have labels - or printing on the box itself - which shows prominently the name of the charity or fund which is to benefit from the collection.
- They have to be numbered consecutively, with a record kept of which boxes (or buckets) have been allocated to which collectors.

Conduct:

- Only 2 collectors are usually allowed to stand together - and they must be 25 metres away from the next collectors. They should not walk around or move off the pavement. But these regulations do not apply if your permit is for a collection as part of a carnival or similar procession.
- There are also regulations about not causing annoyance. It's good practice anyway to brief your collectors on how you expect them to behave.

Accounting for the money collected: There are detailed regulations which usually mean that:

- Collectors have to return all collection boxes (and buckets) unopened to the promoter.
- The promoter has to open collection boxes one-by-one in the presence of another person, and record the amount on a list against the number of each collection box, and each record must be signed (certified) by them both. (Alternatively, the collection boxes may be taken unopened to the bank - and counted and recorded there).

- The promoter has to submit a certified statement within one month to the authority which issued the permit - setting out the total raised, the amounts in each box, and a list of all collectors. That statement may also have to be certified by a qualified accountant (though some authorities relax this regulation for smaller collections).
- A statement of the amount raised may also have to be published in a local newspaper.

House-to-house collections

- The law about house-to-house collections includes collections for jumble, and selling goods or raffle tickets door-to-door as well as collections for money.
- If a permit is required, then the regulations are similar to those for street collections - but with the important difference that there are prescribed certificates of authority and badges for collectors, issued by HM Stationery Office once a permit has been given.
- For collections in a small local area, it may be possible to be granted a certificate from the police instead of a permit - but you do need to check.

Please sign and return this part of the form, together with any opened collection boxes to Fanconi Hope, PO Box 905, Southsea, Hants, PO1 9JG

Collection Box Reference	Issued To	Amount Collected	Box opened by: (Signature)	Witnessed by: (Signature)