

INFORMATION SHEET 4.9



HOUSE-TO-HOUSE AND STREET COLLECTIONS

HOUSE-TO-HOUSE COLLECTIONS IN NORTH TYNESIDE

Only registered charities are able to carry out this kind of fundraising. If you are collecting money or goods house-to-house (including jumble for a jumble sale) you will need a permit from your local police authority. You should make the application in plenty of time, approximately three to four months, and you will have to follow the general rules on collections:

Every collector must be provided with:

- a collector's badge, which must be signed on receipt
- a certificate of authority, which must specify the name of the collector, the period of the collection and the location of the collection
- a sealed collection box or collection envelopes
- clear instructions as to the conduct of the collection

To comply with the law, the collector's badge must:

- have the name of the charity on it
- bear the registered charity number
- be signed by the collector

To comply with the law the certificate of authority must show:

- The name and address of the charity
- The name of the collector
- The place of the collection
- The signature of the collector and the promoter of the collection

All collections must be opened and the contents counted in the presence of the promoter, organiser or an unrelated responsible person. A record must be kept of all the proceeds collected by each collector and details of the collecting materials, such as the number of envelopes containing cash returned by each collector.

STREET COLLECTIONS IN NORTH TYNESIDE

Collecting donations for a charity in the street or 'can-rattling' is a very familiar form of charity fund-raising. It can produce effective results and, if well organised, can help to increase the profile of the organisation. You need a permit to run a street collection which you can obtain from your local authority..

There are three types of street collection:

- door to door
- those where collectors stand on pitches in shopping areas
- those where collectors visit individual commercial premises such as supermarkets or pubs

You should apply approximately three to four months before the event. Permit applications are available from North Tyneside Council, and permits are free (see page 2 for contact details).

Restrictions apply as only one society per day per area can collect. You can request a permit for between one and seven days depending upon how many days you are planning to collect.

TO SHAKE OR NOT TO SHAKE? THAT IS THE QUESTION

By law you are not allowed to solicit donations when running a street collection. This means you are not allowed to ask people for money verbally and that you are not even supposed to 'shake the tin'.

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HOUSE-TO-HOUSE AND STREET COLLECTIONS

Regulations for running a street collection include:

- all collectors must be over the age of 16 and be 'fit and proper persons'
- all collectors need a certificate of authority and a badge (signed)
- there must be a named promoter who must ensure the collection is carried out properly and all legal requirements are met
- money must be collected in sealed containers, and full and proper accounts must be kept

COLLECTIONS ON PRIVATE PREMISES

These collections are not subject to regulations although they must be conducted with the permission of the owner of the premises. However, if the private property is intended for public use, such as shopping centres or airports, collectors will need both the permission of the owner of the premises and a collector's license.

RELATED DOCUMENTS

- 4.1 Fundraising - before you start
- 4.2 Developing a fundraising strategy
- 4.3 Preparing a project plan
- 4.4 Evidencing need and defining outcomes
- 4.5 Effective grant applications
- 4.6 VODA processing grants on your behalf
- 4.7 DIY Fundraising
- 4.8 Raffles, lotteries and tombolas
- 4.9 House to House and Street Collections

For more information and to apply for a permit application form contact:

North Tyneside Council Licensing Team on 0191 643 2175 or visit www.northtyneside.gov.uk and search 'street collections'.uk.

North Tyneside VODA, Queen Alexandra Campus, Hawkeys Lane, North Shields, NE29 9BZ
Tel 0191 643 2626, www.voda.org.uk, Charity number 1075060

