

THE CITY AND COUNTY OF CARDIFF
REGULATIONS MADE BY THE COUNCIL OF THE CITY OF CARDIFF
WITH REGARD TO STREET COLLECTIONS



In pursuance of Section 5 of the Police, Factories, etc., (Miscellaneous Provisions) Act 1916, as amended by Section 251 and Schedule 29 to the Local Government Act 1972, the Council of the **City of Cardiff** makes the following Regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within the **City of Cardiff** to collect money or sell articles for the benefit of charitable or other purposes:-

1. In these Regulations, unless the context otherwise requires -

'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;

'PROMOTER' means a person who causes others to act as collectors;

'PERMIT' means a permit for collection;

'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;

'COLLECTION BOX' means a box or other receptacle for reception of money from contributors;

'THE COUNCIL' means the Council for the City and County of Cardiff.

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 Cardiff unless a promoter shall have obtained from the Council 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.

Provided that the Council may reduce the period of one month if satisfied that there are special reasons for so doing.

4. No collection shall be made except upon the day and between the hours stated in the permit.

5. The Council, may in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.

6. (i) No person may assist or take part in any collection without the written authority of a promoter.

(ii) Any person authorised under paragraph (i) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the Council or any Constable.

7. No collection shall be made in any part of the carriageway of any street which has a footway.

Provided that the Council 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.

Provided that the Council 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.

Provided that the Council may permit persons of fourteen years of age or more to act as collectors where it is satisfied that this is reasonable in the circumstances of a particular collection and that the collectors under sixteen years of age will be accompanied by an adult.

12. (a) Every collector shall carry a collecting box.
(b) 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.
(c) All money received by a collector from contributors, shall immediately be placed in a collecting box.
(d) 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 collection box which is not duly numbered.
14. (a) Subject to paragraph (b) below, a collecting box shall be opened in the presence of a promoter and another responsible person.
(b) Where a collecting box is delivered, unopened to a bank it may be opened by any official at the bank.
(c) 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. (a) no payment shall be made to any collector.
(b) 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 Council.
16. Within one month after the date of any collection the person to whom a permit has been granted shall forward to the Council:-
- (i) a statement in the form set out in the Schedule to these Regulations, or in a form to the like effect, showing the amount received and expenses and payments incurred in connection with such collection, and certified by that person and either a qualified accountant or an independent responsible person acceptable to the Council.
 - (ii) a list of the collectors;
 - (iii) a list of the amounts contained in each collecting box;

and shall, if required by the Council, satisfy it as to the proper application of the proceeds of the collection.

The said person shall also, within the same period, at the expense of that person and after a qualified accountant or an independent responsible person acceptable to the Council has given his certificate under paragraph (i) above, publish in such newspaper or newspapers as the Council 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 or fund to benefit, the date of the collection, the amount collected or the 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.

The Council may, if satisfied there are special reasons for so doing, extend the period of one month referred to above.

For the purposes of this Regulation a qualified accountant means a member of one or more of the following bodies:-

The Institute of Chartered Accountants in England & 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.

SCHEDULE

Form of Statement

Name of the person to whom the permit was granted _____

Address of the person to whom the permit was granted _____

Name of Charity or fund which is to benefit _____

Date of Collection _____

SHOW NIL ENTRIES

PROCEEDS OF COLLECTION	AMOUNT	EXPENSES AND APPLICATION OF PROCEEDS	AMOUNT
From collecting boxes (list collectors)		Printing and stationery	_____
1. _____	_____	Postage	_____
2. _____	_____	Advertising	_____
3. _____	_____	Collecting boxes	_____
4. _____	_____	Badges/Emblems	_____
5. _____	_____	Other items (if any):-	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	Payments approved under Regulation 15 (2)	_____
19. _____	_____	Disposal of balance (insert particulars):-	_____
20. _____	_____	_____	_____
Interest on Proceeds	_____	_____	_____
Other items (if any):-	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total		Total	

CERTIFICATE OF THE PERSON TO WHOM THE PERMIT WAS GRANTED

I certify that to the best of my knowledge and belief the above is a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.

Date (Signed)

CERTIFICATE OF ACCOUNTANT

I certify that I have obtained all the information and explanations required by me as auditor and that the above is in my opinion a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.

Date (Signed)

Qualifications