



GUIDANCE NOTES FOR CHRISTMAS CAROL STREET COLLECTIONS POLICE, FACTORIES &c. (MISCELLANEOUS PROVISIONS) ACT 1916 S.5

1. Application for a certificate to hold a street collection in conjunction with the singing or playing of Christmas carols during the period 1st - 24th December should be made in writing to the Director of Markets and Consumer Protection, City of London Corporation, P O Box 270, Guildhall, London EC2P 2E, no later than the first day of the month preceding the month in which it is proposed to hold the collection.
 2. The application should be made by the person principally concerned in promoting the street collection and should state:
 - (i) the date and time of the proposed collection;
 - (ii) the location;
 - (iii) the charity, fund or cause to benefit from the proceeds;
 - (iv) the number of persons taking part;
 - (v) whether there will be carol singing or the playing of Christmas carols including the reproduction of taped music;
 - (vi) whether it is proposed that persons between 14 and 16 years of age will act as collectors, and if so, that each will be accompanied by a responsible able-bodied adult;
 - (vii) whether it is that any payment shall be made out of the proceeds of the collection to any person connected with the promotion or conduct of the collection for services connected therewith (no payment by way of reward may be made to any collector).
 3. On receipt of a certificate from the City of London Corporation the organiser should note the provisions of the Street Collection Regulations printed thereon and ensure that all collectors and other persons taking part comply with the Regulations.
- NB:**
- (i) the collection may take place **ONLY** on the date and at the time specified on the certificate;
 - (ii) every collector must carry a collecting box which must be sealed and display the name of the charity which is to benefit;
 - (iii) no person under 14 years of age may act as a collector;
 - (iv) persons between 14 and 16 years of age acting as collectors **MUST** each be accompanied by an adult;
 - (v) each collector must have written authority signed on behalf of the person to whom the certificate is issued;
 - (vi) a statement of proceeds collected, expenses deducted (if any) and receipt from the relevant charity or fund must be forwarded to the City of London Corporation. Expenses are monitored and should be kept to the bare minimum. Generally expenses should be funded by central funds or donations.