



CITY OF LONDON

REGULATIONS made by the Mayor, Aldermen and Commons of the City of London, in Common Council assembled, being the authority under Section 5 of the Police, Factories, &c. (Miscellaneous Provisions) Act, 1916 (6 & 7 Geo. 5, c.31), as amended, 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 London to collect money for the benefit of charitable or other purposes.

1. In these Regulations, unless the context otherwise requires:-
 - “Chief Promoter” means a Society, Committee or other body consisting of not less than three persons to which a permit for a street collection has been granted.
 - “Collecting box” means a box or other receptacle for the reception of money from contributors.
 - “Collection” means a collection of money in any street or public place within the City of London Police Area for the benefit of charitable or other purposes, and “collector” shall be construed accordingly.
 - “Commissioner” means the Commissioner of Police for the City of London.
 - “Contributor” means a person who contributes to a collection for the benefit of charitable or other purposes.
 - “Permit” means a permit for a collection.
 - “Promoter” means a person authorised in that behalf by the Chief Promoter, who causes others to act as collectors.
2. These Regulations shall not apply in respect of a collection taken at a meeting in the open air.
3. No collection shall be made unless a permit therefore has been obtained from the Commissioner.
4. (1) Every application for a permit shall be made in writing to the Commissioner in the form set out in Schedule 1 to these Regulations not later than the first day of the month preceding the month in which it is proposed to hold the collection:

Provided that the Commissioner may consider an application made later than that date if he is satisfied that there are special reasons for so doing .
- (2) Every application shall be made by a society, committee or other body consisting of not less than three members acting through not less than three members thereof who shall be jointly responsible for the collection.

- (3) Every application shall be referred by the Commissioner to an advisory Committee appointed by him with the approval of the Police Committee of the City of London Corporation and in deciding whether to grant a permit, he may have regard to any recommendation of the Advisory Committee.
5. No collection shall be made except upon the day and between the hours stated in the permit, and no permit of a continuous character shall be granted.
6. The Commissioner may, in granting a permit, limit the collection to such districts, streets or public places or such parts thereof as he thinks fit.
7. (1) No person may assist or take part in any collection unless he is in possession of a written authority signed on behalf of the Chief Promoter.
- (2) Any person authorised under paragraph (1) above shall produce that authority forthwith for inspection on being requested to do so by any constable.
8. No collection shall be made in any part of the carriageway of any street.
- Provided that the Commissioner may, if he thinks fit, allow a collection to take place on such a carriageway where that collection has been authorised to be held in connection with a procession.
9. No collection shall be made in such a manner as to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person.
10. No collector shall importune any person to the annoyance of such person.
11. 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 commissioner may, if he 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.
12. 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 collector.
- Provided that in the case of a collection which has been authorised to be held in connection with a procession, the Commissioner may, if he thinks fit, authorise the Chief Promoter to permit persons of less than sixteen but not less than fourteen years to act as collectors after receipt of a written assurance by such Chief Promoter that each of such persons will at all times be accompanied by a responsible able-bodied adult.
13. No collector may be accompanied by any animal.
14. (1) Every collector shall carry a collecting box.
- (2) 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.

- (3) All money received by a collector from contributors shall immediately be placed in a collecting box.
 - (4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.
15. 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 or any collecting box which is not duly numbered.
16.
 - (1) Subject to paragraph (2) below a collecting box. Receptacle shall be opened in the presence of a promoter and another responsible person.
 - (2) Where a collecting box is delivered unopened to a bank it may be opened by an official of the bank.
 - (3) 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.
17.
 - (1) No payment by way of reward shall be made to any collector.
 - (2) 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 specified in the form of application for a permit and approved by the Commissioner.
18.
 - (1) Within three months after the date of a collection, the Chief Promoter shall forward to the Commissioner-
 - (a) A statement in the form set out in Schedule 2 to these Regulations showing the amount received and the expenses and payments incurred in connection with the collection and certified by two of the persons responsible for the collection referred to in Regulation 4(2) above and by a qualified accountant:

Provided that if a collection results in a sum of £400 or less being collected, the Commissioner may, if he thinks fit, waive the requirement for certification by a qualified accountant;
 - (b) A list showing the names of collectors; and
 - © A list of the amounts contained in each collecting box, and shall if required by the Commissioner, satisfy him as to the proper application of the proceeds of the collection.
 - (2) The Chief Promoter shall also, within the same period at the expense of the Chief Promoter and after any certification required under paragraph (1)(a) above, publish in such newspaper or newspapers as the Commissioner may direct a statement showing the name of the Chief Promoter, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected, the amount distributed to each charity or fund to benefit, and the amount of the expenses and payments incurred in connection with such collection. Provided that the Commissioner may, if he thinks fit, waive the requirements of this paragraph in respect of a collection which results in the sum of £400 or less being collected.

(3) Not less than seven days after the publication of a newspaper containing the statement required by paragraph (2) above the Chief Promoter shall send a copy of that newspaper to the Commissioner.

(4) 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 and Wales;
The Institute of Chartered Accountants of Scotland
The Association of Certified Accountants
The Institute of Chartered Accountants in Ireland.

19. (1) This Regulation applies to a collection in respect of which the Commissioner has issued a certificate for the purposes of this regulation to the person who appears to him to be principally concerned in promoting the collection and which is made in accordance with the terms of that certificate.

(2) No certificate shall be issued under paragraph (1) above unless it appears to the Commissioner that the collection is to be made in the period from 1st to 24th December in any year and in connection with the singing or playing (including the reproduction of recordings) of Christmas carols by two or more persons assembled together.

(3) In the case of a collection to which this Regulation applies

(a) Regulations 3, 4, 11(b), 16 and 18 and, in so far as they relate to the numbering of collecting boxes, Regulations 14(2) and 15 shall not have effect; and

(b) Regulations 5, 6, 7(1), 8, 11 (except paragraph (b)) and 12 shall be construed as if any reference to a permit is an reference to the certificate under paragraph (1) and any reference to the Chief Promoter or a promoter were a reference to the person to whom the certificate is issued, and as if the reference in the proviso to Regulation 12 to a collection which has been authorised to be held in connection with a procession were a reference to any collection.

20. The Regulations made by the Mayor, Aldermen and Commons of the City of London in Common Council assembled on the 2nd December, 1926 and confirmed by the Secretary of State in the 22nd December, 1926 and the Additional Regulations made by the said Mayor, Aldermen and Commons in Common Council assembled on the 26th September, 1963 and confirmed by the Secretary of State on the 14th October, 1963 are hereby revoked, without prejudice however, to the validity of anything done thereunder or to any liability incurred in respect of any act or omission before the coming into operation of these Regulations.

The foregoing Regulations were made by the Mayor, Aldermen and Commons of the City of London, in Common Council assembled, on the 22nd day of May 1980.

SAMUEL JONES
Town Clerk