



Hinckley & Bosworth  
Borough Council

**Hinckley & Bosworth Borough Council**

Hinckley Hub, Rugby Road, Hinckley,  
Leics.LE10 0FR

Telephone: 01455 255675 Fax: 01455  
251172

[esadmin@hinckley-bosworth.gov.uk](mailto:esadmin@hinckley-bosworth.gov.uk)  
[www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk)

**Police, Factories, Etc., (Miscellaneous Provisions) Act 1916**

**Guidance notes on applying for a Street Collection**

**You are advised to read these notes carefully and seek advice if necessary before taking any action in relation to your application. Please ensure that you fully understand the conditions and regulations of the licence before making your declaration. Your application should be at least one full month before your intended collection date.**

1. You will need to apply for a Street Collection Licence if you wish to make a collection of money or sell articles for the benefit of charitable or other purposes. However, you will not need a licence in respect of a collection taken at a meeting that takes place in the open air or to sell articles in any street or public place when the articles are sold in the ordinary course of trade.
2. Please complete the application form in block capitals and in black ink.
3. Provisional bookings can be made for specific dates over the telephone on 01455 255675 or 01455 255948, however we will only reserve your booking for two weeks in which time you must return your application form as confirmation. If we do not receive your application within this time then we may release the date to another applicant.

Street collection licences are not issued on Monday and Saturday market days due to complaints from market traders and members of the public who felt harassed.

Licences will only be granted for collections between 08:30 and 17:30 to avoid clashing with the night time economy. An exception to these times may be made for a collection taking place at a religious festival such as Christmas to coincide with an outdoor Carol Concert.

The expression "street" includes any highway and any public bridge, road, lane, footway, square, court, alley, or passage, whether a thoroughfare or not.

#### **4. Application notes**

- (a) The charity, sponsor or organisation is the organisation responsible for the proposed collection or sale
  - (b) The charity registration number should be filled in if you are a registered charity otherwise it can be left blank
  - (c) The purpose for which the organisation is established and conducted should be copied from the constitution or rules of the organisation
5. Applications must be completed in full and sent to Licensing. There is no fee for this licence.
6. There is no statutory right of appeal against refusal of the application. If there are no objections to the application your licence will be posted out to you.
7. The organisation is required to submit various documentation, in accordance with the Street Collection Regulations, within one month after the date of every collection. The list below shows the documentation required: -
- A statement of accounts showing the amount received and the expenses and payments incurred in connection with the collection, and certified by the applicant detailed on your application form and a qualified accountant
  - A list of all the collectors involved in the collection
  - A list of the amounts contained in each collecting box
  - A copy of the advert placed in the Leicester Mercury (Hinckley Edition) or the Hinckley Times showing the details of the licence and the amounts collected in accordance with the Street Collection Regulations
  - Proof that the proceeds were given to the fund detailed on the application form

**If you require any advice or guidance on any aspects of the licence application or the required documentation please contact us. Our address details are on the front page of these notes.**