

**Annex 2**

**Test Valley Borough Council  
Street Collections – Policy**

1. This policy applies to all charitable street collections held in Test Valley and shall apply to the whole of the Borough. Each area of the Borough for which permission is sought will be considered separately for the purpose of granting licences to ensure that only one collection is made at any one time.
2. Applications for collections which are contrary to this policy will be refused unless the Head of Administration considers the circumstances to be exceptional.
3. Applications for street collections will be accepted up to one year in advance.
4. The issue of a street collection licence does not entitle the holder to collect in private or business premises without having first obtained the consent of the owner / management. If going from one premises to another then a separate House to House Collections Licence will be required.
5. In order to allow as many organisations as possible an opportunity of collecting, no individual organisation will be granted more than one collection for any area within Test Valley. The following exceptions to this policy will apply:
  - (a) Poppy Appeal collections organised by the Royal British Legion will be permitted for up to fourteen consecutive days preceding Remembrance Sunday.
  - (b) Collections on behalf of Children in Need Appeal.
  - (c) Collections on behalf of Comic Relief Appeal.
  - (d) Collections on behalf of Naomi House Hospice.
  - (e) Collections on behalf of the Help for Heroes charity.
  - (f) Wings Appeal collections organised by the RAFA will be permitted for a maximum of ten consecutive days.
6. Applications for collections relating to emergency disasters will be considered on a case by case basis, even if they do not fall within the requirements of this policy.
7. Where the statement of return has been nil or there has been a failure to submit a statement of return this will usually result in any subsequent applications in the following two year period from the same organisation being refused.

8. Where a collection licence has been issued but the collection is unable to take place, the Licensing Section must be informed at least seven days before the collection was due to take place. Failure to do so will usually result in subsequent applications from the same organisation being refused for a two year period.
9. If, in the opinion of the Head of Administration, any proposed collection may be of a controversial or political nature the application will be referred to the Licensing Committee for determination.
10. Test Valley Borough Council reserves the right to require an applicant to submit a basic criminal records disclosure to assist in determining their suitability to conduct a charitable collection.

### **Aims**

The aims of Test Valley Borough Council are to:

- Safeguard the interests of both donors and beneficiaries;
- Facilitate well organised collections by bona fide charitable organisations and to ensure that good standards are met, and;
- Prevent unlicensed collections from taking place.

### **Objectives**

In order to achieve its aims, Test Valley Borough Council has identified the major issues and seeks to address them through this policy with the intention of:

- Ensuring impartiality and fairness in determining applications;
- Accommodating all eligible requests, subject to capacity, and bearing in mind that certain days and locations are especially sought after;
- Providing equality of opportunity for would be collectors;
- Avoiding causing undue nuisance to the public;
- Setting fair maximum limits for applying organisations, and;
- Achieving a fair balance between local and national causes.

Test Valley Borough Council recommends that all organisations adhere to the Institute of Fundraising's Code of Fundraising Practice. A copy of this code of practice can be found at [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk).

Licensing Section  
Legal and Democratic Service  
Test Valley Borough Council  
April 2012