



## **APPLICATIONS FOR STREET COLLECTION PERMITS**

### **GUIDANCE NOTES**

1. Applications for Street Collection Permits may be accepted from any organisation or individual who wishes to make collections for charitable purposes or for the benefit of organisations, which although by strict definition are not charitable but are nevertheless charitable or non-profit making in character.
2. The majority of applications received are in respect of the town centre, but the Council have restricted the number of permits which may be issued to nine in any calendar year. The policy was formulated in order that those permits which are issued derive the most possible benefit from the promotion or collection and also for the benefit of the general public. Permits however may be granted for collections in the town centre which are in connection with parades etc. or in confined areas of the central area i.e. one street
3. A permit will normally be granted for a period of one full day, however, the council may issue permits for longer periods depending on the needs of the applicant.
4. There is no restriction on the number of permits which may be granted outside the town centre provided that only one organisation will be collecting in the area on the date concerned.
5. You may find that the date(s) you require have already been allocated. Please therefore submit a few alternative dates for consideration.
6. Applications may also be made for collections to be made along routes of parades and sponsored events but any approval which may be given would be subject to the route being acceptable to the police. It is the responsibility of the applicant to seek Police approval.
7. Applicants must submit their application to the Licensing Section, no later than one month prior to the date of the proposed collection. (However the Council may reduce that period if there are special reasons for doing so).
8. There is no fee payable for the issue of a Street Collection Permit.
9. All applications are considered by the Principal Officer, Licensing, and there is no statutory right of appeal against refusal.
10. A Street Collection Permit is required for any collection taking place in a street or public place where the public have a right of access as of fact. However, a permit is not required for a collection inside a shop or cinema foyer as the public are only invited to enter and that does not give them a right of access because the invitation may be withdrawn at any time.  
  
Please note that if you are collecting from one public house to another, you will need a House to House Collection Licence.
11. Successful applicants are requested to make their own arrangements with regards to the provisions of collecting boxes etc. These must be in the approved form.
12. A statement of return must be submitted within 30 days of the expiry of the licence. If your licence is for a period of greater than three months, a statement of return must be submitted, ideally after each collection, but at least once every three months. Please be aware that failure to return these forms may result in future applications being refused.
13. If you have any queries regarding your application, please contact Regulatory Services on 01226 772468 and ask for the Licensing Section, or e-mail them at [regulatoryservices@barnsley.gov.uk](mailto:regulatoryservices@barnsley.gov.uk)

## How to submit your application

**a) Online**

Applications may be made using the UK Welcomes/Business Link/GOV.uk online application website. Accompanying documents may need to be uploaded for submission with the application.

**b) By Post**

Postal applications may be made by sending a completed form, along with any accompanying documents that are required, to the Licensing Section, Regulatory Services, Barnsley Metropolitan Borough Council, PO Box 602, Barnsley, S70 9FB.

**c) By E-mail**

Only applications that do not involve payment of a fee may be made via email. Please send your completed form with electronic versions of any required accompanying documents to [regulatoryservices@barnsley.gov.uk](mailto:regulatoryservices@barnsley.gov.uk)