



**REPORT of
DEPUTY CHIEF EXECUTIVE**

**to
COUNCIL
13 FEBRUARY 2025**

STREET COLLECTIONS POLICY 2025-2030

1. PURPOSE OF THE REPORT

- 1.1 The Council's Street Collections Policy (the Policy) provides guidance relating to charitable street collections on how the Council administers applications for permits, applies the law / regulations and ensures fairness to charities. The Council's existing policy was published in November 2018 and so is due for review.
- 1.2 Officers have undertaken a comprehensive review of the existing policy and made appropriate changes to ensure that it takes account of current best practice and updated guidance.
- 1.3 In July 2024, the Licensing Committee agreed that the draft policy be published for public consultation and, subject to no / minor amendments resulting from stakeholder comments, that it be brought to the Council for approval.
- 1.4 No changes were required as a result of the consultation exercise and the Council is now asked to consider and approve the revised policy set out in **APPENDIX 1**.

2. RECOMMENDATION

That the Council approves the adoption of the Street Collection Policy 2025-2030 presented in **APPENDIX 1**.

3. SUMMARY OF KEY ISSUES

- 3.1 Maldon District Council (the Council) is responsible for issuing permits for charitable street collections within the district as directed by 'The Police, Factories, etc. (Miscellaneous Provisions) Act 1916 ("the Act").
- 3.2 The Act requires that anyone wishing to make a public collection or sell articles for a charitable purpose anywhere in the district of Maldon must have a Street Collection Permit. This enables the Council to regulate the number of collections taking place at any one time, to regulate the method of collection and to ensure that only legitimate collections are permitted to take place.
- 3.3 The Street Collections Policy details:
 - How street collection permits will be fairly allocated.
 - How applications are to be made.

- Additional information for charitable bodies who may be seeking a permit for a street collection.
- 3.4 The Policy affects any person charity, society, committee, or other person responsible for any collection of money or sale of an article for charitable purposes in any street or public place. Permits will be issued in line with this policy and granted for a specific date and for a specified locality. Operating outside the conditions of the permit or the requirements of the Street Collection Regulations is an offence.
- 3.5 The Policy does not apply to:
- Collections or sale of article(s) for charitable purposes in non-public places (if private land, consent should be obtained from the landowner).
 - Collections made incidental to meetings in the open air.
 - The selling of articles in the ordinary course of trade, for the purpose of earning a livelihood, where no representation is made by or on behalf of the seller that any part of the proceeds of the sale are for charitable purposes.
- 3.6 The Council's existing policy was published in November 2018 and had an effective operational end date of June 2023. Consequently, the Policy is now out of date and action is required to ensure it remains relevant.
- 3.7 On 16 July 2024, the Licensing Committee considered a revised Policy drafted by officers and approved that it be published for a period of public consultation.
- 3.8 Public consultation of the revised Policy commenced on 26 August 2024 for a period of six weeks ending on 14 October 2024. The consultation was hosted on the Council's website and comments were invited either by email or via a MS Form. Additionally, the Council contacted a range of stakeholders (as agreed by the Licensing Committee) highlighting the proposed Policy and inviting comments.
- 3.9 The Council received no responses to this consultation.
- 3.10 The Policy presented at **APPENDIX 1** is therefore as agreed by the Licensing Committee on 16 July 2024.

4. CONCLUSION

- 4.1 The Council's Street Collection Policy has been reviewed and updated as required by law.
- 4.2 The Council undertook a public consultation exercise of the draft Policy but received no comments from any stakeholders and so remains as agreed by the Licensing Committee.
- 4.3 Members are asked to review the proposed policy and agree its immediate implementation and publication on the Council's website.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Supporting our communities

5.1.1 The Street Collection Policy outlines how the Council will consider and process applications for charitable street collections within the district. The Policy details how applications can be made and for what purposes.

5.2 Investing in the District

5.2.1 Charity collections are an important method for local and national charities to bring in donations. The Policy ensures that all charities are provided with an equal opportunity to undertake collections within the district whilst ensuring that the number and frequency are controlled. Further the Policy specifies acceptable behaviour standards for those undertaking street collections so that they do not unreasonably impact upon visitors and residents.

5.3 Delivering good quality services.

5.3.1 The Street Collections Policy ensures that decisions made by the Licensing Team are consistent and transparent. It ensures that all charities have equal chance to undertake street collections within the Maldon district.

6. IMPLICATIONS

- (i) **Impact on Customers** – The Policy provides transparency of process to both applicants and stakeholders.
- (ii) **Impact on Equalities** – The revised Policy ensures that all stakeholders are treated consistently and equitably. It ensures that information provided to applicants is clear and accurate.
- (iii) **Impact on Risk (including Fraud implications)** – This policy provides clarity to all stakeholders of the requirements placed upon applicants and the decision-making processes that will be followed when determining a licence reducing the risk to the Council of challenge and / or appeal.
- (iv) **Impact on Resources (financial)** – A sound and compliant Policy helps protect the Council from the costs associated with challenge and appeal. There is no budgetary impact to this Policy.
- (v) **Impact on Resources (human)** – There is limited / minimal impact.

Background Papers:

- **APPENDIX 1** - Maldon District Council's Street Collections Policy 2025-2030 (DRAFT)
- [Police, Factories, & c. \(Miscellaneous Provisions\) Act 1916](#)

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