

## **STREET COLLECTION step-by-step**

**Step 1:** You will need to obtain a licence, either from your local authority, or if in greater London, the Metropolitan Police;

**Step 2:** Call first to request a date, then fill in the forms (usually available online) to request a permit;

**Step 3:** Obtain collection cans or buckets and tamperproof seals, leaflets if planning on giving out, and costume if planning on wearing. Also you are required to have a signed letter of authority from the charity.

**Step 4:** Once you have a permit, you will have to abide by a further set of rules when you start collecting. Contact the licensing department of your local council for local rules. Again, these vary from council to council, but there are several regulations that apply in most areas:

- All collectors must be at least 16 years old;
- Collectors must stand at least 25 metres apart from each other, and should remain stationary unless part of a procession;
- Any collecting buckets or tins must be sealed, and should clearly display the name of the charity or fund. You may not shake collecting tins.

The new regime, to be enforced across the UK by the Public Fundraising Regulatory Association (PFRA), also means street fundraisers must not:

- Stand within 3m of a shop doorway, cash machines, pedestrian crossing or station entrance;
- Approach members of the public who are working, such as tour guides or newspaper vendors.