



Guidance Notes

This guidance should be read in conjunction with the regulations made by Bedford Borough Council in pursuance of Section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916.

A collection of money, the sale of goods, or the collection of Direct Debit pledges in any street or public place within the Borough of Bedford for the benefit of a charitable organisation or fund requires a street collection permit.

All applications –

Applications for street collection permits must be made in writing on the form prescribed by the Council (as published on www.bedford.gov.uk).

A street collection permit authorises the collection only, it does not authorise the use of the land, or of any table, awning, or other item of furniture. Where a collection is intended to take place on privately owned land it is the responsibility of the promoter to obtain the written permission from the landowner prior to applying for a street collection permit.

Street collections are for a single day or national campaign only and therefore are not subject to renewal arrangements.

No fee can be charged for a street collection.

The Authority will seek to grant exclusive collection rights to each organisation (except during the month of December) with a maximum of one collection in the town centre per day, and up to three collections across the whole Borough of Bedford per week (except where there are National or International campaigns of limited duration).

Where a permit is granted for a collection of Direct Debits the maximum number of collectors should be four at any one time.

Permits are granted for a full day (09:00 to 18:00) and promoters may choose to use part or all of this period, as they see fit.

Charities may submit to the Authority a list of 'approved promoters' who they authorise to apply for permits on their behalf. Where an application is received from someone who is not an approved promoter the Authority will contact the charity to verify that the applicant has the authority to act as a promoter.

Except in exceptional circumstances, all correspondence will be sent via e-mail. Tacit consent does not apply.

Annual Approval –

Applications for Street Collection Permits for collections to be held during the following calendar year should be submitted by 30 September.

Each organisation may submit an application for up to 12 dates (one per calendar month) for annual approval.

The Licensing Authority will issue, by the end of October, a Street Collection Permit in respect of each successful application, the requested number of street collection identification cards, a copy of the street collection regulations and form of statement for completion by the promoter.

'In-year' Applications –

Applications for street collection permits made after the annual approval may be submitted no less than one calendar month prior to the planned date of the collection. Applications will be processed on a 'first come first served' basis and collection dates will be allocated with reference to those already granted and within the weekly limits as shown above.

Promoters are strongly recommended to contact the Licensing Authority via email prior to applying to ascertain whether their preferred date is available.

Christmas Collections –

During the month of December, street Collection Permits will only be issued to Bedford Borough based organisations whose collection proceeds will directly benefit the people of Bedford Borough.

Collections from local organisations will normally be granted for the dates requested without controls being placed on the number of collections authorised at any one time, or the maximum number of weekly collections across the Borough.

Form of Statement –

Within one calendar month of a collection, the promoter is required to submit to the Council the Following:

- Form of Statement of collection.
- A list of collectors.
- A list of the amounts contained in each collecting box, or details of how many Direct Debits have been set up, the value, and frequency.
- Proof of publication of a collection Notice (where the amount collected exceeds £500).

The promoter is obliged to ensure that the above documents are completed and submitted within the time allowed. **If the information is not received within 30 days of the collection no further permits, or those already granted will be authorised.**

The standard conditions attached to Street Collection Permits are supplied with each permit.

Data Protection Privacy Advice

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Home Office (right to work)
- Disclosure & Barring Service
- Other Council Services (where appropriate)
- Blue Lamp Trust
- Other Licensing Authorities (where appropriate)

in respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at www.bedford.gov.uk or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at dpo@bedford.gov.uk or writing to - Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone 01234 267 422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at www.ico.org.uk. Further contact details are available upon request. The full Privacy Statement for Client Transport Authorisation applications can be viewed here: www.bedford.gov.uk/gdprprivacy

If submitting a DBS application:

Please confirm that you have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbsprivacy-policies> and understand how DBS will process your personal data and the options available to you for submitting an application.