

## SURREY HEATH BOROUGH COUNCIL

### STREET COLLECTIONS LICENCES - GUIDANCE NOTES

#### Background

1. It is illegal in this country to hold a Street Collection (to collect money or sell articles for the benefit of charitable or other purposes) without obtaining a Street Collection Licence (SCL) from the Council if that collection is to be held 'in a street or public place'. For this purpose it has been established that a 'public place' is a 'place where the public has access'. A shop doorway, when that shop is open for trading is a 'public place', because the public passes through the door(s). **No other licence will do. A Pedlars Licence, issued by the Police cannot be used for this purpose. It is often assumed that collections can be held in shop doorways or car parks do not need an SCL because they are being held on 'privately owned land'. This is not true, as the legislation does not, in fact mention the ownership of the land or treat collections on 'privately owned land' in any way as "exempt" from the obligation to be licensed.**
2. Local authorities alone issue SCLs under **Section 5 of the Police, Factories, etc. (Miscellaneous Provisions Act 1916, as amended by the Local Government Act 1972 and Schedule 29 of that Act.**
3. The Council has issued Regulations under these Statutory powers (**See copy attached**) These are laid down by central Government and are largely the same for all authorities.

#### Street Collections Licensing in Surrey Heath

4. Surrey Heath is unique among Surrey Authorities in that, as a matter of long-term policy, decided at Member level (currently Executive) the issue of SCLs is subject to a 'quota' system. This means that the Borough, for this purpose, is geographically divided into 14 areas and the SCLs into seven categories. The 14 areas are:

|                                    |                                     |
|------------------------------------|-------------------------------------|
| Inner Camberley (inc. Town Centre) | Frimley                             |
| Outer Camberley                    | Heatherside                         |
| Frimley Green                      | Deepcut & Blackdown                 |
| Mytchett                           | Inner Bagshot (inc. Village Centre) |
| Lightwater                         | Outer Bagshot (inc. Longacres)      |
| Chobham                            | Windlesham                          |
| Bisley                             | West End                            |

5. There are seven categories of Licence which are currently defined as follows:-

**Category 1** For collections on behalf of **national organisations, including local branches of national organisations.** (For total numbers, see para 6. below)

**Category 2** For collections on behalf of **local organisations.** (For total numbers, see para. 6. below).

- Category 3** For collections associated with carnivals, bonfires, walks, Christmas etc (For total numbers see para. 6 below).
- Category 4** For collection on behalf of Mayor's Charity (One Licence, valid for one day only and including the whole Borough)
- Category 5** For collections held for fund-raising events in the Main Square, Camberley only (6 Licences per annum valid for Main Square only)
- Category 6** 'Transient' Licences, to provide for events such as sponsored walks, bike rides or where a licence is only required for a few hours (6 Licences per annum for any area(s) of the Borough).
- Category 7** Special Licence for British Legion Poppy Day; to cover Saturday of Poppy Day and the Friday and Thursday before. Licence covers whole Borough.

6. The **annual** numbers in Categories 4, 5, 6 and 7 are shown above. Council has determined that the **annual** numbers in Categories 1,2 and 3, shall be limited in each nominal area of the Borough, as follows. **It should be noted that in these three categories, a Licence can cover a selection of the areas or the whole Borough. Such a Licence is deemed to 'take' one 'Licence' from each notional area it covers. Therefore, a 'whole Borough' Licence would reduce the available total in each area included, by one:-**

| <u>Area</u>       | <u>Category 1</u> | <u>Category 2</u> | <u>Category 3</u> |
|-------------------|-------------------|-------------------|-------------------|
| Inner Camberley   | 13                | 6                 | 8                 |
| Outer Camberley   | 13                | 6                 | 8                 |
| Inner Bagshot     | 9                 | 5                 | 5                 |
| Outer Bagshot     | 9                 | 5                 | 5                 |
| Frimley           | 9                 | 5                 | 5                 |
| Frimley Green     | 9                 | 5                 | 5                 |
| Heatherside       | 9                 | 5                 | 5                 |
| Chobham           | 9                 | 5                 | 5                 |
| Deepcut/Blackdown | 7                 | 4                 | 4                 |
| Mytchett          | 7                 | 4                 | 4                 |
| Lightwater        | 7                 | 4                 | 4                 |
| Windlesham        | 7                 | 4                 | 4                 |
| West End          | 7                 | 4                 | 4                 |
| Bisley            | 7                 | 4                 | 4                 |
| <b>Totals</b>     | <b>122</b>        | <b>66</b>         | <b>70</b>         |

7. In addition, the Council (Environment Committee 10 September 1998) agreed that:-
- a) (Category 3, Christmas) SCLs issued to the **Rotary Club of Camberley** and to the **Camberley and Frimley Lions** may be of up to three days duration, including Sundays, but collections held under these two Licences shall not be held in precisely

the same places in the Borough at the same time;

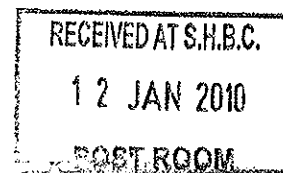
- b) In all cases, with the exception of the Rotary Club of Camberley and the Lions, no two charities shall be allowed to collect in the same notional area of the Borough at the same time.

# CAMBERLEY EX ROUND TABLERS' 41 CLUB

AFFILIATED TO THE ASSOCIATION OF EX ROUND TABLERS' CLUBS



Three Greens  
Branksome Park Road  
Camberley  
Surrey  
GU15 2AE



Surrey Heath Borough Council  
Licensing Department  
Knoll Road  
Camberley  
GU15 3HD

10 January 2010

For the Attention of Mrs. Jessica Harris – Licensing Officer

Re: Street Collection Licences – Camberley Ex Round Tablers' 41 Club

Dear Mrs. Harris,

Following correspondence with Ms. Karen Whelan – Director of Corporate Services last year, we respectfully request that Camberley Ex Round Tablers' 41 Club ("Camberley 41 Club") be considered for special dispensation from the current licensing policy when applying for future licences.

Camberley 41 Club consists of former Round Tablers and is affiliated to the National Association of Ex Round Tablers' Clubs with a membership of around twenty thousand people. Together with Camberley Round Table, we have collected locally and distributed the proceeds to local charities and good causes since the 1950's and even pre-war.

Camberley Round Table closed in 1998 but Camberley 41 Club continues with that commitment to help the less fortunate in our local community. We rely principally on donations from our Christmas collections, whereby we tow Father Christmas and his float around the local streets and to suitable static venues, to the delight of local residents, especially the children.

We have collected over £23,500 during the last eight years, all of which has been donated on behalf of the local residents to good causes of which the vast majority serve our local area. A full list of recent donations is attached to support this from which you will see that we have also frequently supported the mayor's charity appeal. Additionally, our National Association has, to date, donated in excess of £53,000 to the 'Help for Heroes' appeal.

As a long-standing local organisation with similar charitable aims to Rotary and Lions, Camberley 41 Club, and in the past Camberley Round Table, have been given special consideration regarding the granting of licenses by the local licensing officers. Now, with Camberley Round Table having closed, we are in a unique position to continue our tradition of local charitable donations.

We believe that this and our record for collecting and donating deserves consideration for special dispensation from the current licensing policy in future years and I would be grateful if you will make a submission on our behalf, please.

I look forward to hearing from you but if in the meantime you require any further information please do not hesitate to let me know.

I also enclose a second copy of this letter and would be grateful if you would pass a copy to the mayor, please.

Yours sincerely

A handwritten signature in cursive script that reads "Chris Bamford". The signature is written in black ink and is positioned above the printed name and title.

Chris Bamford  
Chairman – Camberley Ex Round Tablers' 41 Club

Cc The Mayor of Surrey Heath.

## **Camberley 41 Club - Recent Charity Donations:**

### **2002/03 - £3,158.00**

£900.00 Pine Ridge School  
£766.00 Camberley Care  
£500.00 Farnborough Samaritans  
£500.00 DEBRA  
£492.00 PET Scanner Appeal (FP Hosp)

### **2003/04 - £1,896.45**

£600.00 Farnborough Samaritans  
£400.00 Make a Wish Foundation  
£271.45 Frimley Youth Theatre  
£250.00 Sean Deveraux Children's Fund  
£250.00 St Francis Hospital, Zambia  
£125.00 Camberley Citizens Advice Bureaux request

### **2004/05 - £2,200.00**

£800.00 Rushmoor Mallards Disabled Sports Club  
£800.00 Phyllis Tuckwell Hospice  
£400.00 Emmaus Projects  
£200.00 Merry-Go-Round Toy Library (Frimley Children's Centre)

### **2005/06 - £4,588.50**

£400.00 The Camberley Care Trust  
£350.00 The Mayor of Surrey Heath's Charity Appeal  
£300.00 The CHASE Children's Hospice Service (Christopher's)  
£100.00 Great Ormond Street Children's Hospital  
£3438.50 Make a Wish Foundation

### **2006/07 - £3,900.00**

£1,700.00 MacMillan Cancer Support  
£750.00 Dogs for the Disabled  
£550.00 Friends of Meath Special Needs School  
£300.00 Prostate Research Campaign  
£300.00 DEBRA  
£300.00 The Mayor of Surrey Heath's Charity Appeal

### **2007/08 - £2,756.00**

£689.00 Step by Step (formally Emmaus)  
£689.00 The Surrey Heath Talking Newspaper for the Blind  
£689.00 The Mayor of Surrey Heath's Charity Appeal  
£689.00 Camberley Care

### **2008/09 - £3,300.00**

£100.00 Alzheimer's Society  
£800.00 Step by Step  
£800.00 DEBRA  
£800.00 Camberley Mencap  
£800.00 Marie Curie Cancer Care

### **2009/10 - £1713.81\*\***

£428.45 The Mayor of Surrey Heath's Charity Appeal  
£428.45 Step by Step (formally Emmaus)  
£428.45 Phyllis Tuckwell Hospice  
£428.45 Marie Curie Cancer Care

\*\*Note:- Hampered by weather and Licence restriction.

**(Total £23,512.76 in 8 years)**