

## APPENDIX 1

### POLICY FOR CHARITY COLLECTIONS IN THE TOWN CENTRE

- Applications must be made at least 28 days and no more than twelve months in advance. Applications made with less than 28 days' notice cannot be guaranteed to be processed unless there are special reasons for the delay in submitting the application (eg an appeal in response to a national or international disaster).
- Applications cannot generally be made for more than two days in any one week unless they are part of a recognised campaign (eg the Poppy Appeal).
- Applications cannot generally be made for more than one Saturday in one calendar month **unless they are part of a recognised campaign (eg the Poppy Appeal)**.
- Only one charity at a time shall be allowed to collect in each location
- Permits will be granted for collections to take place between 9 am and 7 pm. Where there are special reasons officers will have discretion to grant permits outside of these times after agreement by the Section Head or the Head of Service.
- All applications are granted subject to the Council's regulations for street collections.
- Permits may be applied for in the following locations and times:

Zone	Location	Limits
1	<i>The Parade between Rickmansworth Road and Bentine Lane</i>	<ul style="list-style-type: none"> <li>• No direct debit collections allowed</li> <li>• Charity cash collections allowed only: <ul style="list-style-type: none"> <li>- outside the applicant's premises as part of a recognised charitable appeal on no more than two days a year;</li> </ul> </li> <li>• <b>Collections of local or national significance (as approved by the Licensing Manager, Section Head or Head of Service), providing no more than two collectors are allowed at any one time; or</b></li> <li>• <b>as part of an organised event recognised or supported by the council (and which event has been approved by the Section Head or Head of Service for events)</b></li> <li>• No more than one charitable stall, unless recommended by exception by the Events Planning Group. This group will approve only additional stalls that are part of an organised</li> </ul>

		event recognised by the Council and supporting local charities.
2	<i>The Parade between Bentine Lane and Clarendon Road</i>	<ul style="list-style-type: none"> <li>• No direct debit collections allowed</li> <li>• Charity cash collections allowed on Mondays, Fridays, Saturdays and Sundays</li> <li>• Only one charity may collect at a time</li> <li>• A maximum of one non-commercial stall will be allowed, subject to consultation with the Charter Market as to space</li> </ul>
3	<i>High Street between Clarendon Road and Charter Place</i>	<ul style="list-style-type: none"> <li>• <u>Direct debit collections</u> Up to four collectors allowed (2 on each side of the street) at any one time on Tuesdays, Wednesdays or Thursdays).</li> <li>• Collectors must be from the same company, collecting for the same charity and booked with the Professional Fundraising Regulatory Association</li> <li>• <u>Cash collections</u> Up to four collectors allowed on Mondays, Fridays, Saturdays and Sundays</li> <li>• Only one charity may collect at a time</li> </ul>
4	<i>High Street between Charter Place and King Street</i>	<ul style="list-style-type: none"> <li>• <u>Direct debit collections</u> Up to two direct debit collectors allowed (one on each side of the street) at any one time on Tuesdays, Wednesdays or Thursdays)</li> <li>• Collectors must be from the same company, collecting for the same charity and booked with the Professional Fundraising Regulatory Association</li> <li>• <u>Charity collections</u> Up to four collectors allowed on Mondays, Fridays, Saturdays and Sundays,</li> <li>• Only one charity at a time</li> </ul>
5	<i>St Mary's Square</i>	<ul style="list-style-type: none"> <li>• No direct debit collectors allowed</li> <li>• No charity cash collections allowed except in conjunction with a non-commercial stall</li> </ul>
6	<i>Queens Road between High Street and Beechen Grove</i>	<ul style="list-style-type: none"> <li>• No direct debit collectors allowed</li> <li>• Maximum of one non-commercial stall allowed at a time <i>or</i></li> <li>• Up to two charity cash collectors</li> <li>• Only one charity at a time</li> </ul>
7	<i>High Street between King Street and Beechen Grove</i>	<ul style="list-style-type: none"> <li>• No direct debit collectors allowed</li> <li>• Up to two charity cash collectors but no non-commercial stalls</li> <li>• Only one charity at a time</li> </ul>
8	<i>Other town centre</i>	<ul style="list-style-type: none"> <li>• No direct debit collectors allowed</li> </ul>

	<i>areas</i>	<ul style="list-style-type: none"> <li>• No charity cash collections allowed apart from outside the applicant's premises as part of a recognised charitable appeal on no more than two days a year.</li> </ul>
9	<i>The Hornets</i>	<ul style="list-style-type: none"> <li>• No direct debit collectors allowed</li> <li>• Up to four charity cash collectors</li> <li>• Only one charity at a time</li> </ul>
10	<i>Vicarage Road</i>	<ul style="list-style-type: none"> <li>• No direct debit collectors allowed</li> <li>• Up to two charity cash collectors</li> <li>• Only one charity at a time</li> </ul>

**NOTE:** Any charity street collections outside of these locations will still need to apply to the Council for a permit.

Any vehicles used as part of non-commercial promotions and activities be authorised by officers to be sited in the town centre subject to consultation with the Highways Authority and the Parking Service.