

MOLE VALLEY DISTRICT COUNCIL

POLICY ON THE HANDLING OF APPLICATIONS FOR
HOUSE TO HOUSE AND STREET COLLECTIONS

Street Collections:

General

1. All organisations applying in any year will be invited to make applications for the following year. A general invitation to make applications will be placed on the Council web-site and on the public notice boards in the district. Applications will be invited to be made before the 15th September of the year preceding the year when the collection is proposed.
2. The Council aims to allocate street collection permits in a way that favours and supports:-
 - a) local charities and events;
 - b) the Royal British Legion Remembrance Day Poppy Appeal;
 - c) Charitable organisations that actually undertake their collections for which the Council has granted the permit.All allocations will be made in a consistent and transparent way by the application of this policy.
3. The Council will assist organisers of charitable street collections by providing such information as is known to it about dates and areas in which collections have already been authorised by permit.
4. Not more than one street collection which requires a permit will be permitted at any one time in a particular locality, whether that be the whole district or a particular town, village or any other part of the district.
5. No guarantee will be given that a charitable organisation's preferred date(s) will be allocated to that organisation.
6. Where an organisation's preferred dates could not be granted alternative dates will be suggested where practicable.
7. Fridays and Saturdays, are 'favoured days' for street collections. No charitable organisation will be allocated permits for more than two 'favoured days' in a calendar year in respect of any one locality, except as provided in paragraphs 11 and 12 below.
8. The final decision on the allocation of any date to any organisation will be that of the Head of Environmental Health.

Reserved Days

9. The Friday and Saturday immediately preceding Remembrance Sunday will be reserved for the Royal British Legion's Poppy Appeal.
10. No allocations will be made in respect of the two weeks leading up to Christmas until such time as the activities traditionally organised during that period by the

local Round Tables, Lions and Rotary Clubs to raise funds for local charitable purposes have been accommodated. Those activities will not be subject to the provisions of paragraph 4 above.

11. Local charitable organisations which receive and accept invitations to participate in, and raise funds at, late night Christmas shopping promotions organised by the local Chambers of Trade and Commerce will not have permits issued for that purpose held against the quota governed by paragraph 7 above, neither will paragraph 4 apply to these occasions.
12. Prior to the 15th September of the year preceding the event the organisers of Dorking and Leatherhead celebration days will be invited to reserve an appropriate day for the allocation of a permit for a charitable collection in connection with their specified event. "Celebration days" means Leatherhead Carnival Day or Dorking Vintage Day or their successors.

Procedure for Allocations of Days

13. Applications will be considered in two batches. The first batch will consist of the applications received before the 15th September which are not multiple applications or for a range of dates. These will be allocated dates first. The second batch will comprise the following and will be allocated dates in this order:
 - Applications unsuccessful from the first batch (paragraph 6 refers);
 - Applications referred to in paragraph 17;
 - Applications referred to in paragraph 18;
 - Applications referred to in paragraph 19;
 - Other applications made after September 15th in date order received.
14. No allocation for any calendar year will be made before 1st of October of the preceding year.
15. Where only one charitable organisation applies for a permit for a specific date and no other applications have been made for the same date they will be awarded a permit for that date. Where more than one charitable organisation applies for a permit for the same preferred date, the allocation of that date will be in accordance with the following descending order of priorities:-
 - a) To a charitable organisation which is based in Mole Valley and the proceeds of the collection are to be disbursed exclusively within Mole Valley.
 - b) To a charitable organisation not based in Mole Valley where the proceeds of the collection are to be disbursed exclusively in Mole Valley.
 - c) To a charitable organisation which is based in Mole Valley and the proceeds of the collection are to be disbursed elsewhere than exclusively within Mole Valley.
 - d) To a charitable organisation not based in Mole Valley where the proceeds of the collection are to be disbursed elsewhere than exclusively within Mole Valley.

Where more than one organisation in the same priority applies for the same date, the date will be awarded by the drawing of lots by the Head of Environmental Health.

16. Applicants whose application for their first preferred date is unsuccessful will have their other preferred dates considered in accordance with paragraph 15 in descending order of preference as identified by the applicant.

Special Default Provisions

17. Applications made prior to September 15th requesting either a range of dates or multiple applications for the same purpose for a number of different dates will be treated in accordance with the above principles after the initial allocations have been made to applications with 3 preferred dates.
18. This paragraph applies to a charitable organisation which has been granted a collection permit for any specified area and has given at least 3 months notice to the Council, before the first collection date, of their intention not to proceed with the collection. Such an organisation that makes a subsequent application the following year for a collection permit where the previous collection did not proceed will not be considered for a permit until all other applications made in accordance with paragraph 13, 14, 15, 16 and 17 have been dealt with.
19. This paragraph applies to a charitable organisation which has been granted a collection permit for any specified area, and has failed to make that collection in that area without giving notice as specified in paragraph 18. Such an organisation that makes a subsequent application the following year for a collection permit may not be granted a permit for those areas at the discretion of the Head of Environmental Health.
20. The Council may refuse an application from an applicant who has failed to satisfy the conditions applicable to permits previously granted by the Council.

House to House Collections

21. The Council will assist organisers of house to house collections by providing such necessary information as is known to it about dates and areas in which house to house collections have been authorised by permit or Government exemption.
22. The Council will endeavour to discourage charitable organisations from running collections which overlap with others.
23. The Council will request organisations to indicate on their applications the areas they wish to collect from and the duration of the collection.

Notes

- (a) 'Street collection' includes fund raising through a charity stall.
- (b) 'Charitable organisation' means the overall organisation and not individual local branches.