

**TRAFFORD BOROUGH COUNCIL**

**THE PUBLIC PROTECTION SUB-COMMITTEE – 1 DECEMBER 2016**

**REPORT OF THE HEAD OF REGULATORY SERVICES**

**REPORT REF. NO.**

**APPLICATION FOR THE GRANT OF A STREET COLLECTION PERMIT**

**PURPOSE**

To inform Members of an application for a street collection permit from Children's Farm Adventure Trust (CAFT) which falls outside the agreed Street Collection policy.

**OPTIONS**

Members are invited to consider the report and take whatever action is deemed necessary.

**Iain Veitch**  
**Head of Regulatory Services**

Further Information From:

Name: Jan Taylor  
Licensing Officer

Extension: 4047

Proper Officer for the purposes of L.G.A. 1972, s.100D  
(background papers):

## 1. BACKGROUND

### 1.1 Trafford Council has a Street Collection Policy which is identified below :

Trafford Council have a standard policy in respect of Street Collection applications and Trafford's procedures are detailed below for your information. **Please note that we only issue permits for Saturday.**

Please visit : [www.trafford.gov.uk](http://www.trafford.gov.uk) and follow the links Business, Licensing, A-Z of Licences which details the following :

*“The Council restricts collections to one collection per area on Saturday's only. In order to monitor collections we operate a diary system to record what collections have been approved and what dates are still available. In the first instance you should contact the Licensing Office to discuss booking a collection date and for guidance on the regulations. Once a date has been agreed you should complete the necessary application form.*

*Applications must be on the prescribed form and accompanied by:*

- *particulars of any contracts with any charity which is to benefit from the collection*
- *bank account no. into which the collection will be paid and name of bank*
- *accounts for the last financial year (audited if possible) or link to website showing accounts*
- *literature about organisation(s) who will benefit or link to website*
- *written permission to collect on the charity's behalf*

*After the collection has taken place you will be required to complete a returns form giving details of the total amount collected and the amount used for expenses. This form must be returned to us within one month of the collection.”*

Further, the Borough is split currently into 9 administrative areas :

Altrincham (including Timperley)  
Hale  
Bowdon  
Sale  
Stretford (including Old Trafford)  
Urmston (including Flixton)  
Warburton  
Carrington  
Partington

The current policy and procedures only allow one collection per area as detailed above per charitable organisation per calendar year.

Licensing Officers do not have delegated authority to interpret the procedure and any deviation must be by dispensation following a hearing before the licensing public protection committee.

We require more than one month's notice at least to implement your request if you require dispensation to the policy stated above.

## **2. APPLICATION**

- 2.1 The Licensing Section have received a request to issue a permit for a charitable street collection on Sunday 18<sup>th</sup> December, 2016 at a carol concert in Hale Village which comes under the Hale area (as shown at 1.1 above).
- 2.2 The permit request is for the CAFT (Childrens Adventure Farm Trust), who are a charitable organisation and wish to fundraise at the carol concert at the location on Sunday, 18<sup>th</sup> December, 2016.
- 2.3 The application for the permit is outside the scope of the Council's Street Collection Application policy as detailed at 1.1 above.
- 2.4 This is an annual CAFT event and is always held on a Sunday and the request is for a permit to be issued for this Sunday event in Hale.
- 2.5 The policy (at 1.1 above) clearly states permits are only issued for Saturdays unless by dispensation of the Committee.
- 2.6 Only by dispensation of the Committee can the permit be issued, and the applicant, CAFT, is therefore requesting that dispensation be given to them for a street collection permit for Sunday 18<sup>th</sup> December, 2016 for the area of the event at Hale Village.

## **3. KEY ISSUES**

- 3.1 There are no key issues to this application, however, as this is an annual event, the Committee may wish to consider dispensation for a period of years with the application to be revisited every 3 years.

## **4. OPTIONS**

- 4.1 The Members are invited to consider the report and take whatever action deemed appropriate.
- 4.2 The members are respectfully reminded that only by dispensation of the Committee can the permit be issued to CAFT.