

- Applicants must provide the registered number and name of the charity that is to benefit from the proceeds of the collection.
- Persons under the age of 16 are not permitted to act as collectors it is the responsibility of the promoter of the collection to enforce this.
- Every collector must carry a collecting box, which must be numbered and securely closed and sealed so that it cannot be opened without the seal being broken.
- All money received during a collection must immediately be placed in a collection box.
- All collection boxes must prominently display the charity or fund for which the collection is to benefit.
- All collection boxes must be opened in the presence of the promoter and another responsible person, except in cases where the unopened box is delivered straight to a Bank. In this instance the Bank is permitted to open the collection box.
- The person opening the box must count the contents and enter the amount with the number of the collecting box on a list which must be certified by that person.
- Payments must not be made to any collector, or any person, directly or indirectly connected with the promotion that has not been approved by Surrey Heath Borough Council in the application.
- Collections taken at open-air meetings do not require the consent of the local authority.
- Collections can only be made on the date and between the hours stated on the permit.
- Collections cannot take place on roads that have a footpath, unless the collection is part of a procession.
- Collections should not be made in such a manner as to inconvenience or annoy the general public, therefore a collector must remain stationary. In cases where there is more than one collector, they must be at least 25 meters apart. This condition will be waived if the collection is to take place as part of a procession.