

Guidance for Fundraising Using Collecting Tins

Static collecting boxes sited in public places (e.g. left on the counter in a shop, office or other places to which the public have general access) do not require a licence but there are some things you should do:

- Obtain written permission from the venue.
- Provide a letter/certificate of authority and identity badges to collectors who are to site and service boxes.
- Ensure boxes are made of a suitable material, such as metal, wood or plastic. Cardboard or other paper products are not normally adequate for this purpose.
- Mark boxes with the name, address and registered number (if applicable) of the charity or fund that is to benefit.
- Give each box a unique number for identification purposes. You should keep records of where the boxes are sited and how much money is collected from each box.
- Mark contact details (minimum of telephone number) on the box so that prompt emptying of the box can be arranged.
- You must seal boxes with a tamper-proof closure. The seal on the collecting box may be a lock, self-adhesive paper, or some other device provided that any attempt to tamper with or break the seal can easily be detected. A lock on its own can usually be opened and closed without detection and it is consequently advisable to use some other form of device, which can guarantee evidence of tampering.
- Check box seals regularly, and before each opening. Any sign of tampering should be reported to the authorised promoters of the collection (if applicable) – it is good practice to make a record of it. On no account should any attempt be made to re-use the seals.
- Empty boxes regularly, at least every six months and preferably in the presence of the boxholder; or at the least ensure there are at least two people present when opening it. Authority and identification should be shown, and the boxholder given a receipt.

It is not necessary for a fund to be registered as a charity in order legally to raise money, as long as the legal requirements are met.

Collections undertaken on private premises, to which the public does not have general access, are generally not regulated by law. Any venue where you have to pay to enter is considered private – for example, if entry fees are charged on one particular day for an event held in a park which is usually open to public access that park will be considered private land on that day.

If you are using the tins in a street collection (including on private land where the public have general access, for example outside supermarkets) you will need a licence from the local Council. Check their website for more detailed guidance and application forms:

- [For the Bedford Borough Council area](#)
- [For the Central Bedfordshire Council area](#)
- [For the Luton Council area](#)

Collections made house to house or, for example, by visiting more than one public house (with landlords' consent) will require a house to house collection licence. This can also be obtained from the local Council – more detailed guidance and application forms can be found on their websites:

- [For the Bedford Borough Council area:](#)
- [For the Central Bedfordshire Council area](#)
- [For the Luton Council area](#)

