

Civic Government (Scotland) Act 1982 (Section 119)

Regulation of Public Charitable Collections

Notes for Information of Organisers

1. Permission is required from the Highland Council in terms of Section 119 of the Civic Government (Scotland) Act 1982 to organise a public charitable collection i.e. a House to house collection, street collection, flag day or any other collection taken in conjunction with a stall in a street or other public place if it is for charitable purposes.
2. Permission is not required to place an unattended collection box in a fixed position in a public place such as a shop counter, bar counter, etc., provided the shop keeper or proprietor has consented.
3. Application for permission to promote any collection of a type specified in Note 1. above, must be made on the attached form which must be submitted to the relevant licensing office, not later than one month before the date of the collection.
4. In terms of the above Act, the Council may refuse to grant permission for a collection to take place if such permission has already been granted to another organisation for a collection in the same part or parts of the Council Area on the same day or dates. To prevent this issue occurring, the Licensing Office will normally contact the organiser concerned to suggest an alternative available day or dates.
5. Collectors in street collections must be aged 14 years or over; those in house to house collections, 16 years or over.
6. You will be required to submit an audited return to the Council after the collection has taken place showing how much money was collected, how much was deducted in administration and how much was put to your charitable purposes. A return form is available from the Council's website.
7. If you wish to set up a table or stall when carrying out a street collection you may require to obtain consent from the Council's Community Services (Roads) if this is on Council land, street, road etc. Community Services can be contacted on (01349) 886606.