

Public Document Pack
**HINCKLEY & BOSWORTH
BOROUGH COUNCIL**



Hinckley & Bosworth
Borough Council

A Borough to be proud of

TO BE HELD ON
TUESDAY, 1 NOVEMBER 2016
at 6.30 pm

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Council Chamber (De Montfort Suite)

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Date: 24 October 2016



Hinckley & Bosworth
Borough Council

A Borough to be proud of

Dear Sir/Madam

I hereby summon you to attend a meeting of the Hinckley & Bosworth Borough Council in the Council Chamber at these offices on **TUESDAY, 1 NOVEMBER 2016 at 6.30 pm**

Yours faithfully

Miss RK Owen
Democratic Services Officer

AGENDA

1. Apologies
2. Minutes of the previous meeting (Pages 1 - 12)
To confirm the minutes of the meeting held on 6 September 2016.
3. Additional urgent business by reason of special circumstances
To be advised of any additional items of business which the Mayor decides by reason of special circumstances shall be taken as matters of urgency at this meeting. Items will be considered at the end of the agenda.
4. Declarations of interest
To receive verbally from Members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the Agenda.
5. Mayor's Communications
To receive such communications as the Mayor may decide to lay before the Council.
6. Questions
To deal with questions under Council Procedure Rule number 11.1

7. Petitions

To deal with petitions submitted in accordance with Council Procedure Rule 10.11.

8. Leader of the Council's Position Statement

To receive the Leader of the Council's Position Statement.

9. Minutes of the Scrutiny Commission (Pages 13 - 16)

To receive for information only the minutes of the Scrutiny Commission meeting held on 6 October 2016.

10. Street Collection Charities Consent and Charities policy (Pages 17 - 52)

Council is asked to approve and adopt the Charitable House to House and Street Collections Policy.

11. Street Trading Consent policy (Pages 53 - 68)

Council is asked to give consideration to the recommended revision to the Street Trading Consent policy.

12. Hinckley BID

Council is asked to approve withdrawal of Steve Atkinson as Director representing the authority on Hinckley BID and appointment of Bill Cullen to the position. This is an officer position.

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

6 SEPTEMBER 2016 AT 6.30 PM

PRESENT: MR RG ALLEN - MAYOR
MR LJP O'SHEA – DEPUTY MAYOR

Mr PS Bessant, Mr DC Bill MBE, Mr CW Boothby, Mr SL Bray,
Mrs R Camamile, Mr MB Cartwright, Mrs MA Cook, Mr DS Cope,
Mrs GAW Cope, Mr WJ Crooks, Mr MA Hall, Mrs L Hodgkins,
Mr E Hollick, Mrs J Kirby, Mr C Ladkin, Mr MR Lay, Mr KWP Lynch,
Mr K Morrell, Mr M Nickerson, Mrs J Richards, Mr RB Roberts,
Mr SL Rooney, Mrs H Smith, Mrs MJ Surtees, Mr BE Sutton,
Miss DM Taylor, Mr P Wallace, Mr R Ward, Mr HG Williams,
Ms BM Witherford and Ms AV Wright

Officers in attendance: Steve Atkinson, Ilyas Bham, Bill Cullen, Malcolm Evans, Edwina Grant, Julie Kenny, Rebecca Owen, Rob Parkinson and Ashley Wilson

144 PRAYER

Prayer was offered by Pastor Garry Kelly.

145 APOLOGIES

Apologies for absence were submitted on behalf of Councillor Nichols.

146 MINUTES OF THE PREVIOUS MEETING

Councillor Richards drew attention to minute 87 of the previous meeting and requested that the second paragraph be amended to read "Councillor Richards wished her concern regarding the infrastructure resulting from increased housing development in Barwell and Earl Shilton to be recorded". It was moved by Councillor Surtees, seconded by Councillor Hall and

RESOLVED – the minutes of the meeting held on 12 July 2016 be approved subject to the abovementioned amendment and signed by the Mayor.

147 DECLARATIONS OF INTEREST

Councillor Wallace declared a personal interest in agenda item 24 (car parking in Hinckley town centre) as the owner of a business on Castle Street.

Councillors Bill, Bray, Cartwright, Mrs Cope, Mr Cope, Crooks, Hodgkins, Hollick, Lynch, Taylor and Witherford declared personal interests in agenda item 13 (disposal of land, Clifton Way) as the applicant was known to them. As such they stated they would take no part in discussion on the item or voting thereon.

148 MAYOR'S COMMUNICATIONS

The Mayor referred to the successful Snapdragon event, a recent sponsored walk with the Sea Cadets, forthcoming abseil down St Mary's Church spire and a charity soul night at Café Español to raise funds for Hinckley Museum. The Mayor also referred to a letter received from Buckingham Palace to thank the Mayor and citizens of Hinckley and Bosworth for their good wishes on the event of Her Majesty Queen Elizabeth's 90th

Birthday. The Mayor also pointed out, out of courtesy, that agenda item 24 would be taken in private session, so that members of the public attending for that item were aware as soon as possible.

149 PETITION: "SAVE HINCKLEY COTTAGE HOSPITAL"

A member of the public presented a petition in relation to Hinckley Hospital. Whilst acknowledging that the action requested by the petition was not within the remit of the authority, members were pleased that the petition had been brought to Council due to the strength of public feeling. Councillor Wright, seconded by Councillor Hall, proposed that the petition be forwarded by the Chief Executive to the West Leicestershire CCG with a copy to the NHS Asset Management Team, as the relevant bodies, with the following representation from the Council:

"Hinckley and Bosworth Borough Council acknowledges and supports residents' wishes for retention and indeed expansion of health services within the borough and more specifically within the Hinckley area. This is a growing borough and we don't just need services for now but we need to know that our health services are fit and able to cope with the influx of new residents that will come to our borough over the next 10 plus years.

The Council acknowledges and supports the residents view that ideally the Mount Road Cottage Hospital building should be made fit for purpose and be able to offer us all modern, convenient, state of the art and nationally accredited health care services that will take the borough into the future so it will not just be able to treat us, but treat our children and our children's children.

In acknowledging and supporting the residents' desire however, the Council acknowledges its understanding, as indicated by the West Leicestershire CCG, that renovation and reconfiguration of the Cottage Hospital building may well not be cost effective; that it may cost millions and that the stretched public NHS purse may be spent more cost effectively by transferring and possibly enhancing those services currently housed within the Cottage Hospital building into a reconfigured Health Centre behind the Cottage Hospital and into the Sunnyside Hospital on Ashby Road which is currently under-utilised.

The Council accepts that the Cottage Hospital building in its present condition is unable to facilitate cancer screening and it cannot get national accreditation for endoscopy as most facilities have now days; further, its layout simply is not conducive to modern medicine and infection prevention.

The Council advocates the development and provision of additional local health services such as a further emergency care offering, accommodation for health-related voluntary bodies and (if renovation/reconfiguration of the Cottage hospital building is not economically viable) significant investment into the Health Centre and Sunnyside Hospital buildings as well as health services generally in the borough, including needed renovation, reconfiguration and expansion of some of those buildings.

Again, if Mount Road Cottage Hospital is simply not economically viable, the Council would strongly advocate building an extension to the Sunnyside Hospital site to allow for possible housing of some of the transferred services from the Cottage Hospital, to allow provision and room for additional/enhanced services and to provide capacity for the significant growth our area will undergo over the next 10 years. *(this was previously planned back in the 2008 Community Health Services Consultation)*

The Sunnyside site does provide vast scope for expansion of building with ample parking. Transportation to and from the Sunnyside site should be carefully considered as well as pedestrian safety at the Sunnyside site."

During discussion on the above proposal, reference was made to:

- The financial pressures facing the NHS
- The informative presentation received by the Scrutiny Commission in relation to the current healthcare consultation
- The importance of not putting at risk future investment in local health services by protecting a building that may not be fit for purpose.

Councillor Witherford requested that a comment be added to the representation that, should the CCG decide to keep the current Mount Road building, the space would be best used to reconfigure areas such as consultation and waiting rooms to support current GP services. Councillor Wright agreed to include this in the representation.

It was unanimously

RESOLVED – the petition be sent on to the West Leicestershire CCG and the NHS Asset Management Team with the following representation from the Council:

“Hinckley and Bosworth Borough Council acknowledges and supports residents’ wishes for retention and indeed expansion of health services within the borough and more specifically within the Hinckley area. This is a growing borough and we don’t just need services for now but we need to know that our health services are fit and able to cope with the influx of new residents that will come to our borough over the next 10 plus years.

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borough, including needed renovation, reconfiguration and expansion of some of those buildings.

Again, if Mount Road Cottage Hospital is simply not economically viable, the Council would strongly advocate building an extension to the Sunnyside Hospital site to allow for possible housing of some of the transferred services from the Cottage Hospital, to allow provision and room for additional/enhanced services and to provide capacity for the significant growth our area will undergo over the next 10 years. *(this was previously planned back in the 2008 Community Health Services Consultation)*

The Sunnyside site does provide vast scope for expansion of building with ample parking. Transportation to and from the Sunnyside site should be carefully considered as well as pedestrian safety at the Sunnyside site.”

150 QUESTIONS

The following questions were received and responses provided:

- (a) Question from Councillor Cartwright to the Leader (Executive member for Finance)

“With an increasing number of High Street banks offering cashback on direct debit payments to customers who pay their utility bills such as gas, electric and council tax by direct debit, would the Executive member for Finance please answer the following questions:

- (i) Taking, for example, my property in Groby, a band D property, as a reference – what is the actual cost in financial terms, with and without officer time, to collect my council tax by the various methods available to me, broken down in a clear financial statement?
- (ii) What is the cost in collecting each of the ten direct debits and the total cost of collecting the yearly payments?
- (iii) Does the council pay a commission to those banks that do not offer this incentive to their customers or pay a reduced amount compared to the banks that do not offer this incentive?”

Response from Councillor Hall

“Thank you for your question, Cllr Cartwright. With regard to parts (i) and (ii), we do not hold the information to calculate this cost. However our average cost of collection per property is £9.10. From this, direct salary costs are £6.70.

74% of council tax payers use the direct debit payment option.

Three files per month are sent for council tax. The annual charge for this is £126.

In response to part (iii), no commission is paid to any bank or financial institution.”

- (b) Question from Councillor Witherford to the Executive member for Environmental Health

“The current Environmental Report states that requests for rat treatments are down by 65% since the introduction of the charges set out in the latest budget

statement. This charge was challenged by our group at the time and concerns were shown that the public would resist reporting possible infestations due to this imposition. I cannot believe that there has been a reduction in the rat population in Hinckley and Bosworth to this extent as the redevelopment programme is still ongoing, additional housing estates are coming forward and the consequent disturbance of habitat is evident. It is common knowledge that this area, with its underground streams, brooks and ponds, has always had a large rat population which was adequately controlled by treatments provided free of charge by this Council in the past.

In the interests of the health, safety and wellbeing of all our residents, can the Executive member confirm that the administration will agree to revert to a no-charge situation for reporting evidence of rat infestations?"

Response from Councillor Morrell

"I thank Cllr Witherford for her question. I can confirm that, as predicted, the number of requests for treatments carried out by the council has decreased since April this year following the introduction of a £20 charge. Requests for this service vary considerably from year to year depending on the weather and other factors affecting the sightings of rats. The last two years have seen significant increases in treatments but compared to three years ago the current reduction in treatments is only down by 28%. The majority of treatments occur during the late summer and early autumn so it is probably too early to draw firm observations as to the impact of charging. When the service is free, residents are happy to request a treatment even if only a single transient rat has been seen and often no further "take" of poison occurs. Officers have not observed a significant increase in complaints relating to rats which would be expected if populations had significantly increased. The service continues to work with Severn Trent Water in baiting local sewers on a proactive basis. We will continue to monitor the situation but at the current time we are not minded to reintroduce a free service, something which is very rare for local authorities during these current financial restrictions. £20 is still a highly subsidised cost compared to those charged by private pest control contractors and represents very good value for the comprehensive treatment received."

By way of supplementary question, Councillor Witherford asked whether the Executive member was aware of the three or four recent reports of rat infestations on Trinity Vicarage Road. He agreed to look into it and respond to Cllr Witherford outside of the meeting.

(c) Question from Councillor Hodgkins to the Leader (Executive member for Finance)

"Following the withdrawal of a court case involving one of our tenants recently, when it was determined that the tenant in question should get a full refund of the charges made to her in regard to the so called "bedroom tax", can the Executive member please advise how many other council tenants are in a similar situation. In the interest of consistency, can the Executive member please confirm that they too will receive similar refunds and what will be the total cost to the council for such reimbursements?"

Response from Councillor Hall

"Thank you, Cllr Hodgkins, for your question.

It is very difficult to give a definitive answer in respect of numbers, cost and consistency, because the circumstances will differ in each case. Indeed, the case

you quote had its own complexities and changes in circumstances – hence the delay in being able to give a definitive response.”

151 LEADER OF THE COUNCIL'S POSITION STATEMENT

In his position statement, the Leader made reference to the matters for decision on the agenda.

152 MINUTES OF THE SCRUTINY COMMISSION

The minutes of the Scrutiny Commission were noted.

153 STARTER HOMES BID - DRUID STREET SITE

A report was presented which recommended marketing of land at Druid Street for use for the construction of starter homes. It was moved by Councillor Surtees, seconded by Councillor Rooney and

RESOLVED – the site at Druid Street, Hinckley, be declared surplus and be marketed and disposed for use for the construction of starter homes.

154 LAND DISPOSALS

Members gave consideration to disposal of four sites at Bridge Road, Burbage; Elwell Avenue, Barwell; Langdale Road, Hinckley; and Wykin Road, Hinckley. In relation to Bridge Road, Burbage, it was requested that any development should not add to the current parking problems in that area. It was moved by Councillor Surtees, seconded by Councillor Rooney and

RESOLVED –

- (i) The disposal of land at Bridge Road, Burbage, at a price of not less than £40,000, be approved;
- (ii) The disposal of land at Elwell Avenue, Barwell, at a price of not less than £60,000, be approved;
- (iii) The disposal of land at Langdale Road, Hinckley, at a price of not less than £230,000, be approved;
- (iv) The disposal of land at Wykin Road, Hinckley, at a price of not less than £27,500, be approved.

155 PRESENTATION

At this juncture, the Mayor presented Sue and Jim Houghton, who had just arrived in the meeting, with a gift in recognition of their hard work for the people of the Borough and at Sport in Desford, which had resulted in their both being awarded a British Empire Medal in this year's Queen's Birthday Honours.

156 DISPOSAL OF LAND, CLIFTON WAY

Councillors Bill, Bray, Cartwright, Mrs Cope, Mr Cope, Crooks, Hodgkins, Hollick, Lynch, Taylor and Witherford reminded the meeting that they had declared a personal interest in this item and would take no part in the debate or voting thereon.

Consideration was given to a report which sought approval of the disposal of land in Clifton Way, Hinckley, to facilitate the extension of the Hollycroft Medical Centre. A member suggested that the developer be approached to ask if they could remove the covenant at cost rather than charge the already struggling NHS for doing so. It was moved by Councillor Surtees, seconded by Councillor Rooney and

RESOLVED –

- (i) The site at Clifton Way be designated surplus to requirements and withdrawn from allocation as public open space;
- (ii) Disposal of the site for the extension of Hollycroft Medical Centre upon payment of £75,000 plus legal costs be approved;
- (iii) Payment to Jelson Ltd to release the restrictive covenant to enable use as a medical centre on the best terms that can be negotiated, not exceeding 50% of the sale proceeds be approved, with a request that Jelson Ltd charge this work at cost only.

157 HOUSING DEVELOPMENT COMPANY: MIDDLEFIELD LANE

Council received a report which provided an update on the business plan for the company and sought approval for disposal of the site at Middlefield Lane. Some members expressed disappointment that it was recommended not to pursue the site for development of housing by Hinckley & Bosworth Development Ltd. It was moved by Councillor Hall, seconded by Councillor Surtees and

RESOLVED –

- (i) Hinckley & Bosworth Development Ltd be not pursued for the development of housing on Middlefield Lane;
- (ii) The Middlefield Lane site be disposed of in the open market to ensure the best consideration of the site be obtained;
- (iii) Hinckley & Bosworth Development Limited be retained to explore future opportunities in the housing market and also other potential markets and revenue streams.

158 AUDIT RESULTS REPORT (ISA260) FOR THE YEAR ENDED 31 MARCH 2016

Council received the Audit Results Report from the External Auditor. It was moved by Councillor Hall, seconded by Councillor Surtees and

RESOLVED – the Audit Results Report be received and approved.

159 ANNUAL GOVERNANCE STATEMENT & STATEMENT OF ACCOUNTS

Members received the financial statements and Annual Governance Statement for 2015/16. It was moved by Councillor Hall, seconded by Councillor Surtees and

RESOLVED –

- (i) The audited Annual Governance Statement and financial statements for 2015/16 be approved;

- (ii) The draft management letter of representation requested by the external auditors be noted.

160 FINANCIAL OUTTURN 2015/16

Council was informed of the financial outturn position for 2015/16. It was moved by Councillor Hall, seconded by Councillor Surtees and

RESOLVED –

- (i) The general fund outturn be approved;
- (ii) The transfers to earmarked reserves and balances be approved;
- (iii) The revenue carry forwards of expenditure and income be approved;
- (iv) The draft housing revenue and housing repairs account (HRA) outturn for 2015/16 and transfers to/from balances be approved;
- (v) The draft capital programme outturn for the general fund and housing revenue account be approved;
- (vi) The capital carry forwards be approved;
- (vii) The outturn for the Leicestershire Revenues and Benefits Partnership be approved.

161 EFFICIENCY PLAN

Consideration was given to the Efficiency Plan which would be submitted to the Secretary of State for Communities and Local Government. It was moved by Councillor Hall, seconded by Councillor Camamile and

RESOLVED –

- (ii) The Efficiency Plan be approved for submission to the Secretary of State for Communities and Local Government;
- (ii) Should announcements regarding revisions to the New Homes Bonus scheme be made before the submission deadline of 14 October and/or comments be made by the Peer Challenge Team following their on-site visit later in September, the Leader of the Council, Chief Executive and Section 151 Officer be granted delegated authority to approve appropriate revisions.

162 EXTENDING FUNDING AND RELATED SUPPORT TO PARISHES AND COMMUNITIES

A report was received which proposed revisions to the Parish and Community Initiative Fund (PCIF) and proposed a new Developing Communities Fund. In response to a member's question, it was confirmed that the Developing Communities Fund would be available for all parishes, but not for the unparished town of Hinckley. The initiative relating to support for Neighbourhood Development Plans was welcomed and it was noted that this would support all parishes and communities within the borough.

Some members expressed concern that it would not be available for projects in the Hinckley wards which, they felt, was unfair as Hinckley residents were contributing to it via their payments to the green waste service. In response, it was noted that the majority of income for the green waste service was coming from the rural areas, and members were reminded that the high take up of the service had resulted in a surplus which, was a positive development. A member suggested that the report should reflect that the funding for the Developing Communities Fund did not come solely from the additional income from the garden waste scheme. The following amendment was proposed by Councillor Bray and seconded by Councillor Bill:

“In order to ensure opportunities for all the communities in the borough, and not just for those in rural area, as everyone is facing developments in one form or another, I propose that recommendation 2.1(ii) be amended as follows: delete the words ‘available for parishes and communities on the bases set out in appendix B’ and replace with ‘to be available for all parishes and communities across the borough’”.

Councillor Hall, along with four other councillors, requested that voting on this motion be recorded. The vote was taken as follows:

Councillors Bill, Bray, Cartwright, Mr Cope, Mrs Cope, Crooks, Hodgkins, Hollick, Lynch, Taylor and Witherford voted FOR the amendment (11);

Councillors Bessant, Boothby, Camamile, Cook, Hall, Kirby, Ladkin, Morrell, Nickerson, O’Shea, Richards, Roberts, Rooney, Smith, Surtees, Sutton, Wallace, Ward, Williams and Wright voted AGAINST the amendment (20);

Councillors Allen and Lay abstained from voting.

The motion was declared LOST.

It was moved by Councillor Morrell and seconded by Councillor Ladkin that the recommendation contained within the report be approved. Councillor Hall, along with four other councillors, requested that voting on the motion be recorded. The vote was taken as follows:

Councillors Bessant, Bill, Boothby, Bray, Camamile, Cartwright, Cook, Mr Cope, Mrs Cope, Crooks, Hall, Hodgkins, Hollick, Kirby, Ladkin, Lay, Lynch, Morrell, Nickerson, Richards, Roberts, Rooney, Smith, Surtees, Sutton, Taylor, Wallace, Ward, Williams, Witherford and Wright voted FOR the motion (31);

There were no votes AGAINST the motion (0);

Councillors Allen and O’Shea abstained from voting.

The motion was CARRIED and it was

RESOLVED –

- (i) The revised criteria and arrangements for the Parish & Community Initiative Fund be approved;
- (ii) The details for the additional Developing Communities Fund be approved;
- (iii) Parishes and communities be engaged and encouraged to bring forward Neighbourhood Development Plans and associated

outline applications for Developing Communities Funding by 9 December 2016;

- (iv) The Leader, Executive member for Rural Communities & Tourism, Licensing & Environmental Services, Executive member for Town and Urban Communities and the Chief Executive be granted delegated authority to agree the criteria for evaluating any applications received;
- (v) Projects agreed at that stage receive funding from April 2017;
- (vi) The establishment of a Neighbourhood Planning Support Officer, should the thresholds in paragraph 3.7 of the report be met, be approved.

Councillor Lay left the meeting at this juncture.

163 PROPOSALS FOR REARRANGEMENTS FOR PLANNING COMMITTEE

Consideration was given to a report which proposed changes to the operation of the Planning Committee. Councillor Bray announced that all members of his group who were not members of the Planning Committee would be nominated as substitutes. Councillor Hall named Councillors Boothby, Morrell, Nickerson and himself as substitutes. A member expressed concern that there was already the facility to be 'minded to refuse' an application on deferring it. In response to a member's question, it was clarified that, when a deferred item was brought back to the following meeting, there would be no restriction on members speaking on the application.

On the motion of Councillor Rooney, seconded by Councillor Ward, it was

RESOLVED –

- (i) The necessary amendments to the Constitution be approved, with all members being able to speak when the matter returned to the committee;
- (ii) The arrangements for briefings, site visits and the operation of the committee be approved;
- (iii) The proposal to trial the introduction of video footage as part of the officer presentation be approved;
- (iv) The Nolan Principles be noted;
- (v) The operation and effectiveness of the Planning Committee be reviewed annually.

164 APPOINTMENT TO POORS PLATT CHARITY, BARWELL

It was moved by Councillor Hall, seconded by Councillor Boothby and

RESOLVED – Councillor Smith be appointed to Poors Platt charity, Barwell, for a term of four years.

165 CORPORATE STRUCTURE

Bill Cullen, Julie Kenny and Rob Parkinson left the meeting for this item as they were named in, and directly affected by, the report and its recommendations.

Members gave consideration to the proposed new senior management structure. It was moved by Councillor Hall, seconded by Councillor Morrell and

RESOLVED –

- (i) The revised management structure be approved with effect from 1 January 2017;
- (ii) The job descriptions for the new posts be approved;
- (iii) The appointments to the new posts be approved;
- (iv) The associated cost reductions from April 2017 be approved;
- (v) A continuous review of the management structure and associated cost implications be maintained.

166 MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED

On the motion of Councillor Hall seconded by Councillor Morrell, it was

RESOLVED – in accordance with section 100A(4) of the Local Government Act 1972, the public be excluded from the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraphs 3 and 10 of Part I of Schedule 12A of that Act.

167 CAR PARKING IN HINCKLEY TOWN CENTRE

Members received a report on car parking in Hinckley town centre. It was moved by Councillor Ladkin, seconded by Councillor Hall and

RESOLVED – the recommendation contained in the report be approved.

(The Meeting closed at 9.06 pm)

MAYOR

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HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

6 OCTOBER 2016 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman
Mrs R Camamile and Mr KWP Lynch – Vice-Chairman

Mr WJ Crooks, Mr K Nichols (for Mr SL Bray), Mrs J Richards, Mr BE Sutton,
Mr P Wallace, Mr R Ward, Mr HG Williams and Ms BM Witherford (for Mr DC Bill MBE)

Also in attendance: Councillor SL Rooney and Councillor MJ Surtees

Officers in attendance: Steve Atkinson, Julie Kenny, Rob Parkinson, Stephen Meynell,
Caroline Roffey and Nic Thomas

187 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Bill and Bray, with the following substitutions authorised in accordance with Council Procedure Rule 4:

Councillor Witherford for Councillor Bill
Councillor Nichols for Councillor Bray.

188 MINUTES

On the motion of Councillor Camamile, seconded by Councillor Sutton, it was

RESOLVED – the minutes of the meeting held on 11 August 2016 be confirmed and signed by the Chairman.

189 DECLARATIONS OF INTEREST

No interests were declared at this stage.

190 GARDEN WASTE SCHEME - PROGRESS

Members received a report which provided an update on the Garden Waste Scheme and its progress since implementation.

Councillor Richards arrived at 18:36.

During discussion and in response to questions asked, the following points were made:

- Overall the scheme had been a success and members expressed thanks to all staff involved in its implementation
- The expenditure on the scheme shown did not include the operational costs of the service and removal of the unwanted bins which was still ongoing. Members requested the operational costs to be included in any future reports, once completed
- It was suggested that information on actual numbers of take up in areas as well as percentages would be useful. It was agreed that this would be provided to members outside of the meeting

- The current national target for recycling was 50% by 2020 and any fine for non-compliance would be levied at a national level and the mechanism or value of this was yet unknown
- Whilst there had been an increase in garden waste fly tipping, it was not possible to attribute this to the Garden Waste Scheme as there had been a gradual increase in fly tipping generally.

RESOLVED – The report be endorsed.

191 CARBON MANAGEMENT

The Scrutiny Commission received a report which outlined progress on the reduction in carbon emissions as set out within the Carbon Management Plan. Members welcomed the report and congratulated officers for achieving more than the target set. It was noted that this also delivered significant financial savings which would be circulated to members, along with details of the contribution of the photovoltaic cells on Hinckley Hub, following the meeting.

A member enquired whether air quality in the borough was still measured and it was reported that it was and that a report on Air Quality Management could be brought to a future meeting.

RESOLVED –

- (i) the achievement of a 25.5% reduction of council CO₂ emissions be welcomed and the Executive be RECOMMENDED to agree the new target of 35%;
- (ii) A report on Air Quality Management across the Borough be brought to a future meeting.

192 PLANNING APPEALS UPDATE

Members received a report which provided an update on planning and enforcement appeals during the first six months of 2016.

During discussion and in response to questions asked, the following points were made:

- The budget for Appeals had been reduced to £50,000 as a result of the positive work that been completed with both officers and members
- Many of the issues related to highways considerations and we now retained a Highways Consultant to assist in these matters
- The costs of the appeals did not include officer time and resource.

It was requested that future reports contain a table to show the number of decisions subject to appeal that were made by officers, the number made by members and, of these, how many were dismissed and how many allowed.

RESOLVED – The report be endorsed.

193 ECONOMIC REGENERATION STRATEGY 2016 TO 2020

The views of the Scrutiny Commission were sought on the draft of the revised Economic Regeneration Strategy which would be considered by Executive and, if approved, would be subject to public consultation. Members welcomed the strategy and the useful format of the report and requested that the positive news elements were communicated as part of the consultation process.

RESOLVED – the report be welcomed and supported.

194 SCRUTINY COMMISSION WORK PROGRAMME 2016-17

The work programme for 2016-17 was supported, subject to the addition of any other items agreed at this meeting and the rescheduling of the Burials Review and the Car Parking Update (Hinckley Town Centre).

195 MINUTES OF FINANCE & PERFORMANCE SCRUTINY

The minutes of Finance & Performance Scrutiny held on 19 September were received for information.

(The Meeting closed at 7.52 pm)

CHAIRMAN

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Hinckley & Bosworth
Borough Council

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FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Licensing (Regulatory) Committee
Council

3 August 2016
1 November 2016

WARDS AFFECTED: ALL WARDS

LICENSING CHARITABLE COLLECTIONS POLICY

REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)

1. PURPOSE OF REPORT

- 1.1 To consider the Charitable House to House and Street Collections Policy in light of the recent consultation.

2. RECOMMENDATION

- 2.1 That the Council adopts the Charitable House to House and Street Collections Policy.

3. BACKGROUND TO THE REPORT

- 3.1 The aim of the policy is to ensure that residents in the area who want to donate to charity through Street Collections and House to House Collections are able to do so in good faith and secure in the knowledge that an adequate proportion of what they donate will directly benefit the named charity.

Street Collections

- 3.2 Any collection for money for Charitable purposes in the street must be authorised under the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, with 'Model' street collection regulations drawn from the Charitable Collections (Transitional Provisions) Order 1974. Only the collection of cash and the sale of goods are covered by the Act.
- 3.3 An example is when a charity collects money in a collecting box in the street or a stall is set up temporarily in the street selling goods with all proceeds going to a fundraising cause.

- 3.4 Street collections are usually made by or for charities. A charity (or charitable organisation) need not necessarily be a registered charity but should have charitable aims, excluding political, commercial or religious aims.
- 3.5 The authority issues street collection permits (no charge for the permit) to organisations which are established primarily to benefit particular charitable purposes. The proposed policy states that an organisation shall not be permitted to conduct more than one street collection in the Borough in any one year.
- 3.6 The reason behind this is to give as many local and national organisations as possible the opportunity of collecting in the Borough.
- 3.7 The 'Model' Street Collection Regulations stipulate that 'application for a permit shall be made in writing not later than one month before the date on which it is proposed to make a collection'. This is the approach that Hinckley has adopted over the years.
- 3.8 From 1 April 2015 to 31 March 2016 the authority has issued twenty six charities with street collection permits.

House to House Collections

- 3.9 House to house collections involve the collection of either money or items directly from a person's property. They are a vital source of funds for many charities as they offer a positive opportunity for the public to support charities. However, they need to be carried out for the benefit of the charity and in accordance with the law.
- 3.10 House to house collection permits are issued under the House to House Collections Act 1939 and The House to House Regulations 1947 as amended.
- 3.11 An example is where a charity leaves a bag at residential properties and then returns a few days later to collect any clothing that has been donated. Or a charity that leaves a small envelope for cash donations and then returns to collect the envelope.
- 3.12 Some of the larger charities hold a National Exemption Order (NEO) which means that they do not have to apply to the local authority for a permit; however, generally they do contact us as a matter of courtesy notify us of the dates. The Minister for the Cabinet Office is responsible for the national exemption order scheme for house-to-house collections under the House to House Collections Act 1939 (as amended). National exemption orders are generally available to charitable organisations that have obtained house to house collection licences in at least 70 local authority licensing areas for the two preceding years and are able to provide evidence of licences and collection returns.
- 3.13 During the last financial year the Council has been notified by twenty charities with Exemption Orders that they will be collecting within our borough.

- 3.14 The licensing service restricts the number of House to House Collections to fifteen per month within the Borough. However by recording permits on a calendar residents can check with us which charities can be collecting on a particular day. The legislation allows a permit to be granted for up to 12 months.
- 3.15 In the period 1 April 2015 to 31 March 2016 the authority has issued forty five house to house collection permits.
- 3.16 Some commercial companies also collect clothing door to door, however, as they are not collecting for a charity they do not fall under the legislation and so do not need a permit. The local authority has no control over commercial collections and recommends that the public contact Leicestershire Trading Standards directly if they have any concerns.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

- 4.1 No exemptions apply and the report is to be considered in open session.

5. FINANCIAL IMPLICATIONS [AG]

- 5.1 The cost of public consultation exercise will be met by the existing budget.

6. LEGAL IMPLICATIONS [MR]

- 6.1 Set out in the report.

7. CORPORATE PLAN IMPLICATIONS [RP]

- 7.1 The policy will help charitable collections in the street from becoming a nuisance to the public within the Borough and thereby contribute towards the Council aims of creating a safe vibrant place to work and live. It supports the Aim of Empowering Communities through creating and support an effective voluntary & community sector.

8. CONSULTATION [MB]

- 8.1 A consultation exercise has been carried out nationally holders of a national exemption order as well as with local charities that have applied for a permit with this Council, all Parish Councils and Ward Councillors have also been consulted on this policy.

9. RISK IMPLICATIONS

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant Risks		
Risk Description	Mitigating actions	Owner
Reputation, Legal, Regulatory	Procedures have been put in place to ensure that the Statement of Licensing Policy is reviewed and subsequently published.	Mark Brymer

10. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS [RP]**

10.1 The policy will have equal impact on all areas of the Borough.

11. **CORPORATE IMPLICATIONS**

11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications - None
- Environmental implications - None
- ICT implications - None
- Asset Management implications - None
- Human Resources implications - None
- Planning Implications - None
- Voluntary Sector – None

Background papers:

The Police, Factories (Miscellaneous Provisions) Act 1916 and Charitable Collections (Transitional Provisions) Order 1974;
House to House Collections Act 1939 & the House to House Regulations 1947;

Contact Officer: Mark Brymer ext 5645
Executive Member: Councillor K Morrell



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House to House & Street Collection Policy

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6.0 Enforcement

Appendix A Street Collection Regulations

Appendix B House to House Collections Regulations

1 Introduction and Overview

- 1.1 Hinckley & Bosworth Borough Council (the Council) is responsible for licensing charitable collections within the Borough of Hinckley & Bosworth. Charitable collections fall into two categories: **House to house** collections for money or property and **Street collections**, which include collections for cash or the sale of articles in the street. If articles are sold for personal gain a Street Trading Consent will be required.
- 1.2 The licensing of charitable collections is regulated by two separate Acts of Parliament: *The 'Police, Factories, etc., (Miscellaneous Provisions) Act 1916'* which regulates collections of money or sales of articles for charitable purposes in streets and public places and *'The House to House Collections Act 1939'* which regulates collections of money or other articles made by means of going from house to house. Both Acts give District and Borough Councils powers to write regulations and policies to control charitable collections.
- 1.3 This policy document forms the Council's Charitable Collections Policy ("local policy") that will apply to Street and House to House Collection activities in the Hinckley & Bosworth Borough area to ensure consistency in decision making.
- 1.4 The aim of the policy is to give detailed guidance on the application of the law relating to charitable collections, that charitable organisations, promoters and collectors must meet before, during and after collections have taken place. It also sets out the administrative procedures involved in obtaining a permit / licence.

2 Street Collections Guidance

- 2.1 An application for a Street Collection Permit must be made to the Council in writing or electronically via our website not later than one month before the proposed collection date.
- 2.2 Street Collection Permit Application forms may be downloaded from the website www.hinckley-bosworth.gov.uk together with a copy of the street collection regulations or alternatively obtained from the Licensing team located at the following address:

The Licensing Service
Hinckley & Bosworth Borough Council
Hinckley Hub
Rugby Road
Hinckley
LE10 0FR

Tel No: 01455 238141

Email: esadmin@hinckley-bosworth.gov.uk

- 2.3 The application form must be fully and correctly completed and accompanied where appropriate by any necessary information. Before the Council can grant a street collection permit, it needs to have as much information as possible about the charity, its promoters and collectors. For processions and walks, details of the proposed route must be provided with the application.
- 2.4 If the Charity has not previously applied for a permit to conduct a collection within the Hinckley & Bosworth Borough, the following must accompany the application: the aims and objectives of the organisation including any supporting documents, e.g. constitution and/or articles of association; details of street collection permits approved or refused (other than within the Councils area); a copy of the organisations most recently audited accounts; and any other relevant information requested by the Council.
- 2.5 Applications will be considered upon receipt and, where appropriate, additional information may be requested from the applicant. Failure to provide adequate information in the application form or upon request will result in a refusal or a delay in consideration until any outstanding information has been provided.

Consultations on the Application

- 2.6 The Council reserves the right to make more detailed enquiries about an applicant and the proposed collection in certain circumstances. For example:
- An organisations / individual's past conduct;
 - A new collector of concern to the Council;
 - Concerns about the integrity of the collection activity (i.e. suspected bogus charity collection);
 - Complaints from local residents, businesses or other charity organisations;
 - Where the activity raises safety or nuisance/harassment concerns; etc.
 - Enquiries may be made to the Police and or the Charity Commission for comment/investigation prior to consideration.
- 2.7 The Council may also consult with other council departments responsible for highways or street trading. Where the application for a street collection permit includes a street procession or placing a structure or vehicle on the street/highway; or where the proposed collection relates to the sale of articles in a street/public place designated for street trading, a Street Trading Consent will be required.
- 2.8 If a store/shop gives permission for a collection for a charity, that person must be inside the store/shop. The forecourt of a shop is considered a public right of way in respect of street collections.
- 2.9 Any application where it is proposed to use any structure, table, 'A' board etc., in conjunction with a Street Collection must be supported by Public Liability Insurance and written permission of the Landowner and or Highways Authority.

Determination of the Application

- 2.10 The Council has delegated to the Principal Licensing Officer the authority to consider and determine applications for street collection permits, subject to the criteria set out in the regulations and in this policy document, including any objections/observations/comments received from the Police, Charity Commission, other Local Authorities and persons/organisations consulted with.
- 2.11 Each case will be looked at on its own merits.
- 2.12 The legislation does not include statutory criteria for the approval or rejection of a permit request. This is a matter for the Council's discretion. This policy reflects the wide discretion given to the Council enabling it to grant/decline/limit permits on various grounds that are not specific within the legislation and regulations.

2.13 For the purposes of clarification, applications will be considered by Licensing Officers with reference to the following:

- Information provided by the applicant in the application or such further information provided upon request;
- Any comments received from the Police, the Charity Commission, or other local authorities;
- The organisation's past conduct and the integrity of its collection activities etc., where known, when undertaking collections in the Borough or in other Boroughs;
- Whether the person applying for the licence is a 'fit and proper' person to hold a licence;
- Whether the organisation or its objectives may be considered to be charitable in character;
- Whether a particular collection is considered to be in the public interest;
- The organisation's connection to the local community;
- The Council's street collection policy and regulations; and
- Any other considerations.

Other Considerations

- In order to comply with section 26 of the Counter Terrorism and Security Act 2015, which places a duty on "specified authorities" (including Hinckley and Bosworth Borough Council) to have "due regard in the exercise of their functions, to the need to prevent people from being drawn into extremism/extremist activities or terrorism."
- Therefore, in complying with this duty, charitable collections of funds and/or resources should not be utilised to aid/support extremist activity, or the dissemination of extremist views.

The Council will then either:

- Issue a permit specifying the requested date and location; or
- Refuse to issue a permit on certain grounds.

3 Street Collections Policy

Introduction

3.1 This part of the document sets out how the Council will deal with charitable organisations that wish to collect monies or sell articles for charitable or other purposes in streets and public places.

3.2 For the purposes of the law of England and Wales, “charity” means an institution which is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.

- Meaning of “charitable purpose”
- the prevention of relief of poverty;
- the advancement of education;
- the advancement of health or the saving of lives;
- the advancement of citizenship or community development;
- the advancement of the arts, culture, heritage or science;
- the advancement of amateur sport;
- the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity;
- the advancement of environmental protection or improvement;
- the relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
- the advancement of animal welfare;
- the promotion of the efficiency of the armed forces of the Crown, or of the efficiency of the police, fire and rescue services or ambulance services;

Meaning of “promoters”

- For the purposes of this guidance, means a person or organisation who causes others to act as collectors.

Statutory Powers

- 3.3 The power that enables the Council to regulate charitable street collections and to issue permits is contained in the *Police, Factories, etc., (Miscellaneous Provisions) Act 1916* as amended by the *Charitable Collections (Transitional Provisions) Order 1974*.
- 3.4 In accordance with its powers, the Council has made regulations under this legislation for the control of street collections in the area of Hinckley & Bosworth in respect of the places where and the conditions under which persons may be permitted in any street or public place to collect money or sell articles for the benefit of charitable or other purposes.
- 3.5 The legislation and regulations stipulate that any collection to be undertaken in a street or public place requires a Street Collection Permit. It is a criminal offence to conduct a street collection in any street or public place within the Borough of Hinckley & Bosworth without first obtaining such a permit from the Council.

Policy Statement

- 3.6 The Council will use the Charity Commissions objectives as a basis for decision-making:
- The public confidence objective.
 - The public benefit objective.
 - The compliance objective.
 - The charitable resources objective.
 - The accountability objective.
- 3.7 This section outlines the policies the Council will apply when making decisions on applications for permits. In particular, it explains how the street collection regulations are to be applied; and where and how often an organisation may make a street collection in Hinckley & Bosworth:

Authorisation for the collection

- 3.8 The promoter of a street collection shall have written authorisation from the organisation that is to benefit from the collection. Such authorisation shall include contact details for the benefiting organisation.
- 3.9 In cases where the benefiting organisation is collecting on behalf of themselves the application shall include details of the promoter's role within the organisation.
- 3.10 Exceptions to the requirements for authorisation may be made with regards to National televised appeals such as Comic Relief, Children in Need and other similar appeals where authorisation is not easily obtained.

Allocation of street collection days

- 3.11 Street Collection licences will not be valid on days where a Public Market is in operation due to complaints of harassment from shoppers, members of the public, retailers and market traders.
- 3.12 No charity will be granted more than one Street Collection licence per calendar year unless that charity is part of an Emergency Appeal per section 3.7.
- 3.13 Whenever it is necessary separate collections may be granted on the same date for the week.
- 3.14 Priority will be given to 'local' charities, associations or organising bodies. A local charity is a charity that has significant ties to the Borough of Hinckley & Bosworth. It is for the charity to demonstrate to the Council that it has significant ties to or near the Borough of Hinckley & Bosworth. This may be, for example, that it:
- Is based in the borough;
 - Conducts work in the borough;
 - Spends money in the borough;
 - Employs people in the borough;
 - Acts for people living in the borough;

This is not an exhaustive list; each application will be considered on its own merits.

- 3.15 The Council operates a diary booking system on a "first come first served" basis for the allocation of street collection dates in order to ensure that all charities have equal access to their preferred collection dates. No guarantee will be given that a charitable organisation's preferred date(s) will be allocated to that organisation. Where an organisation's preferred date(s) cannot be granted, alternative dates may be suggested where practicable.
- 3.16 Transitory collections, e.g. those whose collections pass through the Borough, will be given permits subject to their route not coinciding with a permit already granted. These types of events are normally sponsored walks, street processions, cycle rides or bed pushes.

Consultation on Applications made

- 3.17 The Council will take into account any decision by another Local Authority to refuse permission for the individual or organisation in question to hold a street or house to house collection, and the reasons for it.
- 3.18 The Council will take into account information or advice supplied by the Police or other relevant bodies in deciding whether to grant a permit.

Emergency Charitable Collections

- 3.19 Special consideration may be given to emergency disasters, which result in unexpected fundraising activities.
- 3.20 The Council may consider issuing more than one organisation a permit on any one day where the collections are in relation to a particular emergency disaster.
- 3.21 However, Street Collection permits for emergency disasters would not normally be allocated a date and location where a permit has already been authorised for another non-related collection, unless express permission has been received from the organisation granted the original permit.
- 3.22 Emergencies can include local, national and international. If the emergency has been classified as such (by Central Government, for example) the collection will be normally determined by the Principal Licensing Officer for Hinckley & Bosworth Borough Council.

Applicants suitability to conduct charitable collections

- 3.23 The Council will not issue permits to an individual or organisation that has held an unlawful street or house to house collection within its area, or that of another Local Authority.
- 3.24 The Council will not issue further permits to an individual or organisation that has broken the Street Collections Regulations set by this Council or those of another Local Authority within the last five years.
- 3.25 The Council will not issue permits to an individual or organisation if it is not satisfied that the applicants are 'fit and proper' persons to hold such street collection permits. This will include persons convicted of any offence involving dishonesty, fraud, and offences against the person, indecency or offences involving the conduct of collections.

- 3.26 The Council will not issue permits to an individual or organisation whose aims do not appear to be charitable. Where there is any doubt about the aims of the collecting body, it will be asked to provide further evidence to clarify that doubt.
- 3.27 Whilst it is not the Council's policy to require an organisation applying for a permit to collect to be a registered charity, where an application is received that is considered in the Council's judgment not to fulfil the Council's aims, the Licensing Officer for Hinckley & Bosworth Borough Council may refuse the application.
- 3.28 The Council will only issue permits to an individual or organisation which provides adequate information so that the application can be considered properly. This may include any information, which might lawfully be requested by the Council in addition to that given on the application form.

Face-to-Face Direct Debit (DD) Charitable Street Collections

- 3.29 The Council does not control collections where pledges are collected for direct debit donations (clipboard collectors or 'chuggers') because they do not collect actual money and there are no legal provisions for collections of this type at present. Being asked to donate to a charity on the street through a collecting tin is an entirely accepted practice and the most preferred way to be asked to give. This is a passive approach to fundraising, where people feel in control of the situation and not under pressure. The problem with 'chugging' is that it is seen as, and can be, aggressive, to the point where anecdotal evidence suggests that the presence and activities of 'chuggers' can discourage people from going to nearby shops, or even visiting high streets at all. These are issues of frequency and behaviour – both of which can and should be addressed through regulation.

Approval of the Application – Issue of a Street Collection Permit

- 3.30 On approving the application, a Street Collection Permit will be issued to the applicant along with:
- A link to the Council's Policy/Regulations for a street collection which must be adhered to during and after collections;
 - A copy of the street collections Form of Statement/Returns Form which must be completed not later than one month from the collection date;
 - Details of the date, time or frequency of the collection;
 - Details of the area within which the collection is to take place;
 - Details of the form of collection boxes, other containers and any other articles to be used; and
 - Any other restriction relating to the circumstances and conduct of the collection.

Submission of Statement of income and expenditure

- 3.31 Attention is drawn to section 16 of the regulations which sets out the procedure for submission of a statement of income and expenditure (certified by the applicant and either an accountant or an independent person of good standing acceptable to the Council) etc. All items required under this regulation must be submitted within one month of the date of collection and it is essential that this time scale be adhered to. The council reserves the right to request further information from a charity regarding income and expenditure including the inspection of financial records. Failure to comply may prejudice any future applications.

Duration of Permit

- 3.32 The permission to carry out a street collection is valid only for the period of collection specified in the permit. There are no provisions in the legislation for renewal of permits. Therefore, in all cases where a street collection permit has expired, a new application will have to be made for future collections.

Refusal of Application / Revocation of Licence

- 3.33 There are no statutory grounds for refusing an application for a street collections permit. However, there is an implied power to refuse if the Council considers that the collections:

Are not for “charitable or other purposes”
Contravene the provisions of the legislation and regulations.

- 3.34 In addition, the Council can refuse any application that is inconsistent with its general policy requirements for the issue of permits in the Borough. Some of these reasons may include:

To limit the number of collections.

If too high a proportion of the proceeds is likely to be spent on expenses.

If inaccurate information was provided on the licence application.

If the promoter or any other person involved has been convicted of certain criminal offences, in particular offences of dishonesty e.g. theft, blackmail or fraud etc.

Once issued, a licence may be revoked if it is believed the objectives are or could be compromised.

Appeals

- 3.35 Any person/organisation who is dissatisfied with the refusal of an application for a street collection permit may request that the application be considered formally by a sub-committee of the Licensing Committee. This must be made in writing within 21 days of the date of refusal letter.

- 3.36 The Act does not make provision for legal appeals against the decision of the Council in relation to the refusal of Street Collection Permits. Should a person aggrieved by a decision of the Council feel it necessary, they may seek a Judicial Review of the decision.

4.0 House to House Collection Guidance

Introduction

- 4.1 Application for a licence must be made in the prescribed manner. The Local Authority cannot grant a licence for a period longer than twelve months and may refuse a licence, or where granted, may revoke it, in circumstances specified in the House to House Collections Act 1939.
- 4.2 House to House application forms can be downloaded from the Authority's website together with a copy of the House to House Collection Regulations, or applied for on-line, or alternatively obtained from the licensing team located at the following address:

The Licensing Service
Hinckley & Bosworth Borough Council
Hinckley Hub
Rugby Road
Hinckley
LE10 0FR

Tel No: 01455 238141

Email: esadmin@hinckley-bosworth.gov.uk

- 4.3 The application form must be fully and correctly completed and accompanied where appropriate by any necessary information. Before the Authority can grant a House to House collection permit, it needs to have as much information as possible about the charity, its promoters and its collectors.
- 4.4 If the Charity has not previously applied for a permit to conduct a collection and/or sale within Hinckley & Bosworth, the following must accompany the application: the aims and objectives of the organisation including any supporting documents, e.g. constitution and/or articles of association; details of house to house collection licences approved or refused (other than with the Councils area); a copy of the organisation's most recent audited accounts; and any other relevant information requested by the Council.
- 4.5 Applications will be considered on receipt and, where appropriate, additional information may be requested from the applicant. Failure to provide adequate information in the application form or upon request will result in a refusal or a delay in consideration until any outstanding information has been provided.

- 4.6 There is a right of appeal to the Secretary of State against the refusal or the revocation of a licence. This should be made within fourteen days from the date on which notice is given of the refusal or the revocation.

National Exemption Orders

- 4.7 Where the Secretary of State is satisfied that a person pursues a charitable purpose throughout the whole, or a substantial part of England and Wales, and is committed to promoting collections for that purpose, the Secretary of State may by Order direct, in effect, that such person shall be [exempt](#) from the requirement to obtain licences from the Licensing Authority, in respect of collections for that purpose in such localities as may be described in the Order.

5 House to House Collections Policy

Introduction

- 5.1 This part of the Policy sets out how the Council will deal with charitable organisations that wish to collect money or other articles by means of going from house to house which includes places of business such as shops and public houses.

Definitions

- “Charitable Purpose” means any charitable, benevolent, or philanthropic purpose.
- “Collection” means an appeal to the public, made by means of visits from house to house, to give, whether for consideration or not, money or other property; and
- “Collector” means a person who makes the appeal in the course of such visits.
- “House” includes a place of business.
- “Proceeds” means in relation to a collection, all money and all other property given, whether for consideration or not, in responses to the appeal.
- “Promoter” means a person who causes others to act as collectors for the purposes of the collection.
- The promoter of a collection must, within one month of the expiry of the licence, furnish an account of the collection in the form prescribed to the licensing authority or the Secretary of State, as the case may be.

- Data Protection Act 1998: Hinckley & Bosworth Borough Council is registered with the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the principles set out in the Act.

5.2 Charity for the purposes of the law of England and Wales, “charity” means an institution which is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.

“Charitable Purpose”

- the prevention of relief of poverty;
- the advancement of education;
- the advancement of health or the saving of lives;
- the advancement of citizenship or community development;
- the advancement of the arts, culture, heritage or science;
- the advancement of amateur sport;
- the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity;
- the advancement of environmental protection or improvement;
- the relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
- the advancement of animal welfare; the promotion of the efficiency of the armed forces of the Crown, or of the efficiency of the police, fire and rescue services or ambulance services;

5.3 House to House Collections, as set out under Section 2 of the House Collections Act 1939 and the House to House Collections Regulations 1947, are required to be licensed and regulated by Local Authorities.

5.4 In accordance with its powers, the Authority made regulations under this legislation for the control of House to House collections in the area of Hinckley & Bosworth Borough Council.

5.5 The Act and the Regulations made there under contain important provisions for The Regulation of House to House Collections for Charitable Purposes, and prescribe fines and/or imprisonment for offences against the Act or the Regulations.

- 5.6 No collection for a charitable purpose may be made in any locality of Hinckley & Bosworth Borough Council unless the promoter is licensed by the Council for the area comprising that locality, and the collectors are authorised by the promoter.
- 5.7 Under an Exemption Order, the requirement is only to notify the Local Authority of the charity's intention and to send to the Authority the account forms for our inspection files.
- 5.8 Under these instructions the Council have in some weeks had a number of collections put forward during the same period of time. Therefore the Authority may defer a collection to a later date if there is too high a concentration of collections in an area over a period of time.

The number of collections within the Borough

- 5.9 The council limit the number of collections being carried out in any particular area to three at any time, so it is possible that three charities can be found collecting legitimately in the same area on the same day of the week.
- 5.10 We are aware that this can annoy some members of the public and that charitable people only have so much that they can give away.
- 5.11 If you receive too many charity bags, our advice is to recycle the bags you do not want.

Approval of the House to House Collection Permit

- 5.12 On approving the application, a House to House Collection Permit will be issued to the applicant along with:
- A copy of the regulations / link to the Council's Policy/Regulations for House to House Collections which must be adhered to during and after collections;
 - A copy of the House to House Returns Form which must be completed not later than one month from the collection date;
 - Details of the area within which the collection is to take place;
 - Details of the form of collection boxes, other containers and any other articles to be used; and
 - Any other restriction relating to the circumstances and conduct of the collection.

Submission of Statement of income and expenditure

- 5.13 Attention is drawn to section 14 of the regulations which sets out the procedure for submission of a statement of income and expenditure (certified by the applicant and either an accountant or an independent person of good standing acceptable to the Council) etc. All items required under this regulation must be submitted within one month of the date of collection and it is essential that this time scale be adhered to. The council reserves the right to request further information from a charity regarding income and expenditure including the inspection of financial records. Failure to comply may prejudice any future applications.

Duration of Permit

- 5.14 The permission to carry out a House to House Collection is valid only for the period of collection specified in the permit. There are no provisions in the legislation for renewal of permits. Therefore, in all cases where a permit has expired, a new application will have to be made for future collections.

Legal Reasons for Refusal

- 5.15 Under the Act, a licensing authority may refuse or revoke a licence if it appears to the authority that:
- The total amount likely to be applied for charitable purposes as the result of the collection (including any amount already so applied) is inadequate in proportion to the value of the proceeds likely to be received (including any proceeds already received).
 - Remuneration which is excessive in relation to the total amount aforesaid is likely to be, or has been, retained or received out of the proceeds of the collection by any person.
 - The grant of a licence would be likely to facilitate the commission of an offence under Section Three of the Vagrancy Act 1824, or that an offence under that section has been committed in connection with the collection.
 - The applicant or the holder of the licence is not a fit and proper person to hold a licence by reason of the fact that he has been convicted in the United Kingdom of any of the offences specified in the Schedule to the Act, or has been convicted in any part of Her Majesty's dominions of any offence conviction for which necessarily involved a finding that he acted fraudulently or dishonestly, or of an offence of a kind the commission of which would be likely to be facilitated by the grant of a licence.

- The applicant or the holder of the licence, in promoting a collection in respect of which a licence has been granted to him, has failed to exercise due diligence to secure that persons authorised by him to act as collectors for the purposes of the collection were fit and proper persons, to secure compliance on the part of persons so authorised with the provisions of regulations made under the Act, or to prevent prescribed badges or prescribed certificates of authority being obtained by persons other than persons so authorised.
- The applicant or holder of the licence has refused or neglected to furnish to the Licensing Authority such information as they may have reasonably required for the purpose of informing themselves as to any of the matters specified in the foregoing paragraphs.

Further considerations for refusal of applications

5.16 Applications will also be refused if:

- the proportion to be donated to charity is not clearly stated on the application form;
- the proportion allocated to the charity is considered inadequate in relation to the proceeds received;
- Whilst each application will be decided on merit, at least 75% of the total proceeds of the collection must be given to the charity or cause. No more than 25% of the total proceeds can be deducted by the organisation for expenses/costs relating to the collection.
- no previous returns have been supplied to the Licensing Authority within the statutory timescale after previous licensed collections by the same organisation or individual within the borough;
- any action has been taken as a result of not complying with regulations on operating house-to-house collections, unless extenuating circumstances prevailed.

Appeals

5.17 Unlike street collections, there is a statutory right of appeal against the refusal to grant a House to House Collection Permit. In this case, the right of appeal is to the Secretary of State.

6 Enforcement

6.1 The Council is committed to accord with the principles of good enforcement practice by carrying out its regulatory functions in a fair, open and consistent manner.

- 6.2 Where licensable activities are conducted without the benefit of a licence/permit, the Council will look to gather evidence and take enforcement action as appropriate.

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Hinckley & Bosworth
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Street Collection Regulations

In pursuance of section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916, as amended by section 251 and Schedule 29 to the Local Government Act 1972, Hinckley & Bosworth Borough Council hereby makes the following regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within the Hinckley & Bosworth Borough to collect money or sell articles for the benefit of charitable or other purposes.

1. In these Regulations, unless the context otherwise requires: -

"Collection" means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word "collector" shall be construed accordingly;

"Promoter" means a person who causes others to act as collectors.

"The Licensing Authority" means Hinckley & Bosworth Borough Council.

"We our and us" shall be define as the Licensing Authority.

"Permit" means a permit for a collection.

"Contributor" means a person who contributes to a collection and includes a purchase of articles for sale for the benefit of charitable or other purposes.

"Collecting box" means a box or other receptacle for the reception of money from contributors.

2. No collection, other than a collection taken at a meeting in the open air, shall be made in any street or public place within the Borough of Hinckley and Bosworth unless a promoter shall have obtained a permit from us.
3. Application for a permit shall be made in writing not later than one month before the date on which it is proposed to make the collection, provided that we may reduce the period of one month if satisfied that there are special reasons for so doing.
4. No collection shall be made except upon the day and between the hours stated in the permit.
5. We may, in granting a permit, limit the collection to such streets or public places or such parts thereof we think fit.
6.
 - a) No person may assist or take part in any collection without the written authority of a promoter
 - b) Any person authorised under paragraph (1) above shall produce such written authority forthwith for inspection on being requested to do so by our duly authorised officer or any constable
7. No collection shall be made in any part of the carriageway of any street which has a footway; provided that we may, if we think fit, allow a collection to take place on the said carriageway where such collection has been authorised to be held in connection with a procession or carnival.
8. No collection shall be made in a manner likely to inconvenience or annoy any person.

9. No collector shall importune any person to the annoyance of such person.

10. While collecting -

(a) A collector shall remain stationary

(b) A collector or two collectors together shall not be nearer to another collector than 25 metres

We may, if we think fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.

11. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector. We may permit persons of fourteen years of age or more to act as collectors where we are satisfied that it is reasonable in the circumstances of a particular collection and that collectors under sixteen years of age will be accompanied by an adult.

12.

(1) Every collector shall carry a collecting box

(2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken

(3) All money received by a collector from contributors shall immediately be placed in a collection box

(4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter

(5) Where a collection is taking place with a carnival procession traditional bucket collections will be allowed.

13. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit, nor any collecting box which is not duly numbered.

14.

1) Subject to paragraph (2) below, a collecting box shall be opened in the presence of a promoter and another responsible person

2) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank

3) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that person

15. (1) No payment shall be made to any collector

(2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of, services connected therewith, except such payments as may have been approved by us

16. (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to us-
- (a) A statement in the form set out in the Schedule to these Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such collection, and certified by that person and either a qualified accountant or an independent person acceptable to us
 - (b) A list of the collectors
 - (c) A list of the amounts contained in each collecting box; and shall, if required by us satisfy it as to the proper application of the proceeds of the collection
- (2) The said person shall also, within the same period at the expense of that person and after the certificate under paragraph (1)(a) above has been given, must publish in such newspaper, circular or website as the Licensing Authority may direct a statement showing the name of the person to whom the permit has been granted, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected, and the amount of the expenses and payments incurred in connection with such collection. Provided that we may, if we think fit, waive the requirements of the sub-paragraph in respect of a collection in which the total amount collected does not exceed £150.
- (3) We may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraph (1) above.
- (4) For the purpose of this Regulation a "qualified accountant" means a member of one or more of the following bodies: -
- The Institute of Chartered Accountants in England and Wales
 - The Institute of Chartered Accountants of Scotland
 - The Association of Certified Accountants
 - The Institute of Chartered Accountants in Ireland
17. These Regulations shall not apply -
- (a) In respect of a collection taken at a meeting in the open air
 - (b) To the selling of articles in any street or public place when the articles are sold in the ordinary course of business
18. Any person who acts in contravention of any of the foregoing Regulations shall be liable on summary conviction to a fine not exceeding level 1 of the standard scale (£ 200).

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Hinckley & Bosworth
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House to House Collections Regulations 1947

Statutory Rules & Orders 1947 No 2662

1. Title and extent

(a) These regulations may be cited as the House to House Collections Regulations 1947, and shall come into operation on the twenty-ninth day of December 1947.

(b) These regulations shall not extend to Scotland.

2. Interpretation

(a) In these regulations, unless the context otherwise requires - 'The Act' means the House to House Collections Act 1939;

'chief promoter', in relation to a collection, means a person to whom a licence has been granted authorising him to promote that collection or in respect of whom an order has been made directing that he shall be exempt from the provisions of subsection (2) or section 1 of the Act as respects that collection;

'collecting box' means a box or other receptacle for monetary contributions securely closed and sealed in such a way that it cannot be opened without breaking the seal;

'licence' means a licence granted by Hinckley & Bosworth Borough Council as the Licensing Authority under section 2 of the Act;

'order' means an order made by the Secretary of State under section 3 of the Act;

'prescribed badge' means a badge in the form set out in the Fourth Schedule to these regulations;

'prescribed certificate of authority' means a certificate in the form set out in the Third Schedule to these regulations;

'receipt book' means a book of detachable forms of receipt consecutively numbered with counterfoils or duplicates correspondingly numbered;

'street collection' means a collection or sale to which regulations made under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, apply.

(b) A mark shall for the purposes of these regulations be deemed to have been made on a collecting box if it is made on a wrapper securely gummed to the collecting box.

(c) The Interpretation Act 1889 applies to the interpretation of these regulations as it applies to the interpretation of an Act of Parliament.

3. Local collections of a transitory nature

(a) Every certificate granted under subsection (4) of section 1 of the Act shall be in the form set out in the First Schedule to these regulations, and sections 5 and 6 and subsections

(4) and (5) of section 8 of the Act shall be set forth on the back of every such certificate.

(b) Where such a certificate is granted as aforesaid, the provisions of these regulations shall not apply, in relation to a collection made for the purpose specified on the certificate, within the locality and within the period so specified, to the person to whom the certificate is granted or to any person authorised by him to act as a collector for the purposes of that collection.

4. Applications for licences and orders

(a) An application for a licence shall be in the form set out in the Second Schedule to these regulations, and shall give the particulars there specified.

(b) An application for a licence or for an order shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection;

Provided that the licensing authority or, as the case may be, the Secretary of State may grant the application notwithstanding that it was not made within the time required by this paragraph if satisfied that there are special reasons for so doing.

5. Responsibility of promoters as respects collectors

(a) Every promoter of a collection shall exercise all due diligence -

(i) to secure that persons authorised to act as collectors for the purposes of the collection are fit and proper persons; and

(ii) to secure compliance on the part of persons so authorised with the provisions of these regulations.

6. Certificates of authority, badges, collecting boxes and receipt books

(a) No promoter of a collection shall permit any person to act as a collector, unless he has issued or caused to be issued to that person -

(i) a prescribed certificate of authority duly completed (except as regards the signature of the collector) and signed by or on behalf of the chief promoter of the collection;

(ii) a prescribed badge, having inserted therein or annexed thereto a general indication of the purpose of the collection; and

(iii) if money is to be collected, a collecting box or receipt book marked with a clear indication of the purpose of the collection and a distinguishing number, which indication and number shall, in the case of a receipt book, also be marked on every receipt contained therein in addition to the consecutive number of the receipt.

(b) Every promoter of a collection shall exercise all due diligence to secure -

(i) that no prescribed certificate of authority, prescribed badge, collecting box or receipt book is issued, unless the name and address of the collector to whom it is issued have been entered on a list showing in respect of any collecting box or receipt book the distinguishing number thereof; and

(ii) that every prescribed certificate of authority, prescribed badge, collecting box or receipt book issued by him or on his behalf is returned when the collection is completed or when for any other reason a collector ceases to act as such.

(c) In the case of a collection in respect of which a licence has been granted -

(i) every prescribed certificate of authority shall be given on a form obtained from Her Majesty's Stationery Office, and every prescribed badge shall be so obtained; and

(ii) every prescribed certificate of authority shall be authenticated, and the general indication on every prescribed badge of the purpose of the collection shall be inserted therein or annexed thereto in a manner approved by the licensing authority for the area in respect of which the licence was granted.

7. Duties of collectors in relation to certificates and badges

Every collector shall -

(a) sign his name on the prescribed certificate of authority issued to him and produce it on the demand of any police constable or of any occupant of a house visited by him for the purpose of collection;

(b) sign his name on the prescribed badge issued to him and wear the badge prominently whenever he is engaged in collecting; and

(c) keep such certificate and badge in his possession and return them to a promoter of the collection on replacement thereof or when the collection is completed or at any other time on the demand of a promoter of the collection.

8. Age limit

No person under the age of 16 years shall act or be authorised to act as a collector of money.

9. Importuning

No collector shall importune any person to the annoyance of such person, or remain in, or at the door of, any house if requested to leave by any occupant thereof.

10. Collection of money

(a) Where a collector is collecting money by means of a collecting box, he shall not receive any contribution save by permitting the person from whom it is received to place it in a collecting box issued to him by a promoter of the collection.

(b) Where a collector is collecting money by other means than a collecting box, he shall, upon receiving a contribution from any person, forthwith and in the presence of such person enter on a form of receipt in a receipt book issued to him by a promoter of the collection and on the corresponding counterfoil or duplicate the date, the name of the contributor and the amount contributed, and shall sign the form of receipt, the entries and signature being in ink or indelible pencil, and shall hand the form of receipt to the person from whom he received the contribution.

11. Duty of collectors to return boxes and books

Every collector, to whom a collecting box or receipt book has been issued, shall -

(a) when the collecting box is full or the receipt book is exhausted, or

(b) upon the demand of a promoter of the collection, or

(c) when he does not desire to act as a collector, or

(d) upon the completion of the collection,

return to a promoter of the collection that collecting box with the seal unbroken or that receipt book with a sum equal to the total amount of the contributions (if any) entered therein.

12. Examination of boxes and books

(a) Subject as provided in paragraph (2) of this regulation, a collecting box when returned shall be examined by, and, if it contains money, be opened in the presence of, a promoter of the collection and another responsible person.

(b) Where a collecting box is delivered unopened to a bank, it may be examined and opened by an official of the bank in the absence of a promoter of the collection.

(c) As soon as a collecting box has been opened, the contents shall be counted and the amount shall be entered with the distinguishing number of the collecting box on a list, this shall be certified by the persons making the examination.

(d) Every receipt book when returned and all sums received therewith shall be examined by a promoter of the collection and another responsible person, and the amount of the contributions entered in the receipt book shall be checked with the money and entered with the distinguishing number of the receipt book on a list, which shall be certified by the persons making the examination.

13. Provision for envelope collections

(a) Where the promoter of a collection to whom an order has been granted informs the Secretary of State that he desires to promote an envelope collection, and the Secretary of State is of opinion that the collection is for a charitable purpose of major importance and is suitably administered, the Secretary of State may, if he thinks fit, give permission for the promotion of an envelope collection.

(b) Where an envelope collection is made in accordance with this regulation -

(i) every envelope used shall have a gummed flap by means of which it can be securely closed;

(ii) no collector shall receive a contribution except in an envelope which has been so closed; and

(iii) these regulations shall have effect subject to the following modifications: -

(a) sub-paragraph (c) of paragraph (1) of regulation 6 shall not apply;

(b) regulation 10 shall not apply;

(c) regulations 11 and 12 shall have effect as if each envelope in which a contribution is received were a collecting box;

(d) in regulation 11 for the words 'with the seal unbroken' there shall be substituted the word 'unopened';

(e) in paragraph (3) of regulation 12 for the words 'As soon as a collecting box has been opened' there shall be substituted the words 'As soon as the envelope has been opened' and the words 'with the distinguishing number of the collecting box' shall be omitted.

(3) In this regulation 'envelope collection' means a collection made by persons going from house to house leaving envelopes in which money may be placed and which are subsequently called for.

14. Promoters to furnish accounts

(a) The chief promoter of a collection in respect of which a licence has been granted shall furnish an account of the collection to the licensing authority by which the licence was granted within one month of the expiry of the licence:

Provided that if licences are granted to the same person for collections to be made for the same purpose in more than one licensing area a combined account of the collections made in all or any of those licensing areas may, by agreement between the chief promoter and the respective licensing authority be made only to such of the respective licensing authorities as may be so agreed.

(b) The chief promoter of a collection in respect of which an order has been made shall furnish an account annually to the Secretary of State so long as the order remains in force, and if the order is revoked a final account shall be furnished within three months of the date of the revocation of the order.

(c) The [licensing authority]' or the Secretary of State may extend the period within which an account is required to be furnished to the authority or to him, as the case may be, if satisfied that there are special reasons for so doing.

(d) The chief promoter of a collection which is made in connection in whole or in part with a street collection of which an account is required to be furnished to a [licensing authority]' by regulations made under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act, 1916, may, if the said [licensing authority]' agrees, combine the accounts of the house to house collection, in so far as it is made in connection with the street collection, with the accounts of the street collection, and the amount so included in the combined account shall not be required to form part of the account required to be of this regulation, so, however, that in the case of an account furnished under the said paragraph (2) the account shall show, in addition to an account in respect of moneys received from house to house collections not made in connection with a street collection, a statement showing the total proceeds of all combined collections, the total expenses and the balance applied to charitable purposes.

15. Form and certification of accounts

The account required by the preceding regulation -

(a) where money has been collected, shall be furnished in the form set out in the Fifth Schedule to these regulations and, where property has been collected and sold, shall be furnished in the form set out in the Sixth Schedule to these regulations, and in either case shall be certified by the chief promoter of the collection and by an independent responsible person as auditor; and

(b) where property (other than money) has been collected and given away or used, shall be furnished in the form set out in the Seventh Schedule to these regulations and shall be certified by the chief promoter and by every person responsible for the disposal of the property collected.

16. Vouching of accounts

(a) Every account furnished under paragraph (a) of regulation 15 of these regulations shall be accompanied by vouchers for each item of the expenses and application of the proceeds and, in the case of a collection of money, by every receipt book used for the purposes of the collection and by the list referred to in paragraph (2) of regulation 6 of these regulations and the list referred to in regulation 12 of these regulations.

(2) Paragraph (1) of this regulation shall not apply to an account certified by an auditor who is a member of an association or society of accountants incorporated at the date of these regulations or is on other grounds accepted as competent by the authority to which the account is submitted, but where in such a case the vouchers, receipt books and lists mentioned in the said paragraph (1) are not submitted with an account, the chief promoter shall ensure that they are available for three months after the account is

submitted and shall, if the authority to which the account was submitted so requires at any time within that period, submit them to that authority.

17. Disposal of disused certificates of authority, etc.

Due diligence to secure that all forms of prescribed certificates of authority and prescribed badges obtained by him for the purposes of the collection are destroyed when no longer required in connection with that collection or in connection with a further collection which he has been authorised to promote for the same purpose.

¹Substituted by the Local Authorities (Miscellaneous Provisions) (No 2) Order 1974 (SI 1974 No 595).

²Amended by the House-to-House Collections Regulations 1963 (SI 1963 No 684).]

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Hinckley & Bosworth
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FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Licensing (Regulatory) Committee
Council

3 August 2016
1 November 2016

WARDS AFFECTED: Hinckley Castle

STREET TRADING CONSENT POLICY REVISION

Report of Deputy Chief Executive (Community Direction)

1. PURPOSE OF REPORT

- 1.1 To secure a revised Council resolution requiring street traders to obtain a 'Street Trading Consent' if they wish to trade in Hinckley town centre as per Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and, approval of a revised Street Trading Consent Policy. A copy of this revised Policy is attached to this report at Appendix A.

2. RECOMMENDATION

2.1 That the Council:

(i) adopts a revised resolution that "in accordance with Section 3 of the Local Government (Miscellaneous Provisions) Act 1982, the Council resolves that Schedule 4 of that Act shall apply to its district as from 1 January 2017"; and

(ii) "the Council agrees to a designation of the streets set out in Appendix A to the report as consent streets and that, following the adoption of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 the appropriate officers be authorised to advertise and give notice of the Council's intention to make a resolution in respect of the streets in accordance with Schedule 4."

(iii) approves the revised policy (Appendix A to this report).

3. BACKGROUND TO THE REPORT

- 3.1 Hinckley & Bosworth Borough Council, at the Council Meeting of the 20 January 1987 resolved that the streets in Hinckley Town Centre and any associated pedestrianised areas be designated as Consent Streets for the provisions of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. The effect of this meant that traders which sell their goods or services in these streets need the consent of the Council to do so and for which there is a fee, currently £970 per

annum. Certain exemptions apply for market traders on market days, roundsmen, charities and small community groups etc.

- 3.2 Currently there are three businesses trading with consent, one being a hot potato trader, ice cream mobiles from two locations and a newly granted consent for a snack bar.
- 3.3 Given that the street configuration in Hinckley Town Centre has changed due to the Crescent development, it is necessary for Council to revise the resolution of 1987 and at the same time revise the accompanying Street Trading Consent Policy last reviewed in 2009.
- 3.4 The process of reviewing the Council resolution is laid out in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. Essentially the Council is required to pass a resolution confirming the application of 'Consent Streets' and this resolution takes effect one month after adoption.
- 3.5 Prior to passing the resolution the Council has to publish a notice in the local paper and consult with Police and Highway Authority and take into account any representations received before considering the resolution. This procedure has been followed and whilst no representations were received from the Police, the Highways Authority did request the addition of a condition that " the applicant must comply with the local highway authority (Leicestershire County Council) in accordance with responsibilities vested under the Highways Act 1980 ". This has been incorporated into the revised policy (see section 11.2 of Appendix A)
- 3.6 Following adoption of the resolution by Council, a further notice has to be displayed in the local paper for two weeks advertising the resolution has been passed.
- 3.7 The accompanying Street Trading Consent Policy has worked well since 2009 and as such the revised version, apart from the alteration to the street layout has not been substantially changed. The only proposed changes therefore relate to:
 - updating the Equal Opportunities statement and including statements relating to large print and other language versions being available (Section 2 and Appendix 1):
 - removing Waterloo Road and Brunnel Road from the schedule of consent streets (Appendix 1):
 - requiring that any food businesses must maintain and provide evidence for, a rating equivalent to 3 or higher in the Food Standards Agency national Food Hygiene Rating Scheme (Section 11.2).
 - amending criteria for the requirement of a Basic Disclosure Notice from the Criminal Records Bureau in Scotland, so that the new policy will require a Basic Disclosure Certificate for an applicant offering any goods or services which may entice children, but discretionary otherwise (Section 12.6)
 - Highway Authority inclusion referred in 3.5 above (Section 11.2)
- 3.8 Licensing (Regulatory) Committee has previously considered the revised resolution and policy and it is planned to have the new resolution effective from 1 January 2017 if approved by Council.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

4.1 The report is to be taken in open session.

5. FINANCIAL IMPLICATIONS [AG]

5.1 At present it is difficult to foresee the numbers of businesses who would trade with consent. However, a budgetary provision as per the financial procedure rules will be required once we have definite information

6. LEGAL IMPLICATIONS [AR]

6.1 The body of this report has outlined the statutory requirements as set out in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

7. CORPORATE PLAN IMPLICATIONS

7.1 In controlling consents the policy will allow for local shopping needs, diversity, balance and conflict with nearby commercial shops to be taken into account and thereby contribute towards the Council aims of creating a vibrant place to work and live, support individuals in developing their business and providing value for money and pro-active services in enforcement of controls.

8. CONSULTATION

8.1 Consultees have included Police, Highways, existing traders, Town Centre Manager and the Hinckley Business Improvement District as well as open to the public through the council's web pages. Responses were received from the Highways Authority (see 3.5 above), one trader who endorsed the policy and comments from Hinckley Business Improvement District, which have been responded too, but required no alteration to the policy.

9. RISK IMPLICATIONS

9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Legal compliance	Ensure actions in compliance with Central Government Policy including EU Service Directive	Environmental Health Manager (Commercial)

Reputation with traders may be harmed if allow indiscriminate trading.	Application of policy in fair and consistent manner	Environmental Health Manager (Commercial)
Economic vitality of town centre may be at risk by allowing too many traders selling similar goods.	Application of policy in fair and consistent manner allowing account to be taken for local shopping needs, diversity, balance and conflict with nearby commercial shops.	Environmental Health Manager (Commercial)

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 No implications as the issue of Street Trading consent will be carried out in accordance of the policy to ensure consistency.

10.2 An Equality Impact Assessment has been undertaken on the revised policy.

11. CORPORATE IMPLICATIONS

11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: Appendix A – Street Trading Consent Policy

Contact Officer: Steven Merry Ext 5735

Executive Member: Councillor K Morrell

Hinckley and Bosworth Borough Council



Hinckley & Bosworth
Borough Council

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Draft street trading consent policy 2016

1.0 Introduction

- 1.1 This policy covers street trading within the Borough of Hinckley and Bosworth (the council).
- 1.2 The granting of the street trading consents is made under the Local Government (Miscellaneous Provisions) Act 1982, Schedule 4.
- 1.3 For the purpose of the policy, all streets within Annex 1 are consent streets as designated in the Act.
- 1.4 Subject to statutory exemptions a street trading consent is required for the sale of any goods from land to which members of the public have access to without payment.

2.0 Equal opportunities statement

In developing this policy, the council has recognised its responsibility under the Equality Act 2010 to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The Act and the council seeks to outlaw unlawful discrimination against a person or group of people because of their:

- Age
- Disability
- Gender reassignment

- Marriage and civil partnerships (in respect of the requirement to have due regard to the need to eliminate discrimination)
- Pregnancy and maternity
- Race
- Religion
- Sex
- Sexual orientation

The council will not be affected by improper or undue influence from any source. To assist in this:

- The policy and associated documents will be available on the Internet, and in other formats upon request
- Multi-language sections may be included in all leaflets upon request.
- Support will be offered to individuals who are socially excluded to assist in their understanding of legislation and legal requirements
- Action will be taken to ensure that all enforcement action, particularly against those individuals from disadvantaged groups or who share protected characteristics, is dealt with fairly
- An Equality Impact Assessment has been completed for this policy

3.0 **Policy**

3.1 The council's street trading policy is to create a street trading environment which:

- Compliments premises-based trading
- Provides diversity and consumer choice
- Seeks to enhance the character and vibrancy of the area
- Is sensitive to the needs of residents
- Is safe
- Is welcomed by the communities it serves

3.2 Consents will be valid for a maximum period of one year.

4.0 **Process**

4.1 The Environmental Health Manager (Commercial) shall have delegated responsibility for approving Street Trading Consents, with appeals being dealt with by a panel of members from the Licensing (Regulatory) Committee on request.

4.2 It is the responsibility of each individual trader to seek advice from the council's Planning Services as to whether planning consent is required. This is likely to be more pertinent if the trade is likely to operate for more than 28 days in any one year.

5.0 **Locations**

In considering the suitability of a street trading location account will be taken of:

- Road safety
- Existing traffic restrictions
- Obstruction of free and safe passage
- Loss of public amenity.

6.0 Type of goods for sales

6.1 The suitability of goods to be sold will be determined on a case by case basis. The council will be mindful of and take account of all relevant matters, including local shopping needs, diversity, balance and conflict with nearby commercial shops and trading vehicles.

6.2 The following are likely to be considered not suitable:

- Age restricted products
- Second hand gas and electrical appliances
- Pets & livestock
- Explosive and inflammable products
- Motor vehicles
- Fast food including (burgers, hot dogs, fish & chips, pizza, other odorous foods)
- Alcohol
- Such other goods as may be identified by the Licensing (Regulatory) Committee

6.3 The types of goods approved as part of this policy for street trading will include; (subject to the pitch location)

- Arts/crafts
- Jewellery
- Candles
- Paintings (include portraits/face painting)
- Balloons
- Confectionary/nuts/doughnuts
- Ice cream
- Hot potato vendors
- Crepes/waffles

6.4 The Environmental Health Manager (Commercial) along with the councils' Town Centre Manager shall have authority to determine which pitches are suitable for the sale of what types of goods.

6.5 Requests to sell goods which do not fall within the description in paragraph 6.3 above shall be referred to a panel of members from the Council's Licensing (Regulatory) Committee for decision, in the absence of agreement by the Environmental Health Manager (Commercial) and Town Centre Manager.

7.0 Trading hours

Street trading is not permitted between the hours of 11.30pm and 6am. In all cases the trading hours will be stated in the consent and must be adhered to.

8.0 Street trading consent fees

- 8.1 The level of fees will be reviewed annually as part of the normal budget exercises.
- 8.2 Consent fees are payable in addition to any market rental fees. The minimum and maximum consent period is 12 months.
- 8.3 Fees are payable in advance or by Direct Debit agreement with the council's Finance Department. Any default on payment of fees will render the consent void. There will be no refunds for early surrender or removal of the consent.

9.0 **General**

- 9.1 Street trading consents do not apply on market days within the boundary of the market, however traders are required to pay the appropriate trading fees to the council and where appropriate hold a Market Traders License.
- 9.2 The granting or renewal of a street trading consent is controlled by the consent document which attaches conditions relating to such issues as:
- Obstructions
 - Nuisance or annoyance
 - Location of trading
 - Operation times
 - Litter control
 - Any other conditions reasonable necessary
- 9.3 The council's Licensing (Regulatory) Committee shall be the instigator of new conditions. A panel of members from the Licensing (Regulatory) Committee will be the arbiter in any appeals about conditions.
- 9.4 Street trading consents will be issued for a maximum of 12 months only.
- 9.5 In relation to the Christmas Market or other organised events, some of the designated pitches may be affected. Such pitches will be incorporated into the event or an alternative location offered for the duration of the event. The vendor shall have the option of being involved in the event subject to any additional rental costs being met by the vendor.
- 9.6 Registered charities and market traders (on market days only) who hold licences from the council are exempt from the requirements to hold a street trading consent. Additionally small scale community type events and traders associated with the Tin Hat Fair where street trading takes place will not incur a consent fee. Any other commercial operation vendor attending such events will be required to hold a consent and a consent fee will be payable.
- 9.7 The Environmental Health Manager (Commercial) shall have the discretion to decide on the commercial status of the vendor with the right of appeal to a panel of members from the council's Licensing (Regulatory) Committee.
- 9.8 Enforcement of street trading will be undertaken by officers authorised under delegated powers by the appropriate Deputy Chief Executive.
- 9.9 The Environmental Health Manager (Commercial) or other appropriate officers will have the discretion to refer any matters to Licensing (Regulatory)

Committee or a panel of members of that committee for consideration, where considered appropriate.

10.0 Definitions

10.1 **‘Street trading’** is selling, offering or exposing for sale any article in a road, street, footway or other area to which the public have access without payment except for the following which are not **‘street trading’**;

- Trading under the authority of a pedlar’s certificate
- Market trading on market days on payment of market rent
- Trading as a roundsman e.g. milkman
- Trading as a newspaper vendor from a small kiosk
- Trading from the forecourt of a petrol filling station

(the above activities are specifically excluded from the definition of “street trading” - Schedule 4, Local Government (Miscellaneous Provisions) Act, 1982).

10.2 **‘Street’** means any area where the public has free access without payment and includes part of a street.

10.3 **‘Consent street’** means a street in which street trading is prohibited without the council’s consent.

10.4 **‘Operator’** means the consent holder and any person employed by the consent holder to assist at the consent location

10.5 **‘Vehicle’** includes any stall, barrow, cart etc. used in connection with trading.

10.6 **‘Trading’** means the offering of any goods or items including food.

10.7 Any other term shall have the same meaning as in the Local Government (Miscellaneous Provisions) Act, 1982.

11.0 Conditions

11.1 The grant of a street trading consent must not be regarded as signifying any other consent or permission nor be regarded as signifying compliance with any other legal requirement whatsoever.

11.2 The applicant must comply with the local highway authority (Leicestershire County Council) in accordance with responsibilities vested under the Highways Act 1980.

11.3 Consents will be subject to the general conditions stated below and any particular conditions as may be specified in the consent document:

- Breach of any condition may render the consent liable to be forfeit
- Consent is personal to the consent holder and cannot be assigned or transferred to any other person
- Consents must be surrendered to the council if the consent holder ceases trading

- The trading area to which the consent applies is to be used solely by the consent holder and is not to be let, hired or loaned or in any other way used by any other person
- The consent holder is required to be in regular attendance at the site;
- The consent shall be available at all times for production at the request of an authorised officer of the council or a police officer
- The consent licence provided by the council shall be displayed in a conspicuous place on the vehicle at all times the consent is in operation
- Consent holders must notify the council in writing of any permanent change of address or other details for themselves or any assistant they employ as soon as is practicable and in any event within 28 days
- Consent holders must notify the council in writing of any convictions for offences committed by themselves or any assistant they employ. Notification must be as soon as practicable and in any event within 28 days of the conviction
- Consent holders must maintain public liability insurance cover in the sum of not less than £5,000,000 and produce documentary evidence of such cover at the request of an authorised officer of the council
- Consent holders must maintain appropriate road traffic insurance and produce documentary evidence of such cover at the request of an authorised officer of the council
- Vehicles must not be parked or sited in a prohibited area at any time;
- Except from locations as are designated sites, operators must not:
 - Obstruct the free passage of pedestrians
 - Park or site a vehicle where it might interfere with the safe use of a school entrance
 - park or site a vehicle within 20 metres of a road junction
- Traders' pets or other animals, except registered assistance dogs, are not allowed at a street trading location
- A consent holder must not trade in a manner that is likely to cause a nuisance or annoyance
- A consent holder shall only sell the type of item specified in the consent
- A consent holder shall not trade outside the hours permitted in the consent
- A consent holder shall provide and maintain adequate refuse receptacles for litter and shall remove all litter in the vicinity of the site. Also the surrounding area shall be kept clean and tidy
- Operators shall prevent refuse from being deposited in the street and shall not discharge water, effluent or other waste into the street or any drains
- Vehicles used for the purpose of street trading shall be constructed and maintained to the satisfaction of the council
- Any other equipment used for the purpose of street trading shall be of a design approved by, and maintained to the satisfaction of, the council
- Units must be free standing and on wheels so that they can be readily moved in an emergency
- The use and storage of inflammable materials shall comply with the requirements of the Fire Service
- Generators may not be employed unless expressly permitted in the consent
- Only lighting that is expressly approved in the consent may be provided by the consent holder at the site
- Devices for the reproduction of sound shall not be employed

- Advertisements or other notices must not be placed outside the perimeter of the site without express approval in the consent
- The operator shall comply with all reasonable requirements or requests from an authorised officer of the council, a fire officer or a police officer
- A consent holder must not trade in food unless registered with the council under food safety legislation
- Food businesses must maintain a rating equivalent to three or higher in the Food Standards Agency national Food Hygiene Rating Scheme and at all times whilst trading display their award
- Operators shall comply with consumer protection and fair trading requirements
- Consents do not authorise trading on occasions of special events which are notified as such to consent holders in advance
- Conditions may be added or amended at any time by giving 28 days notice in writing to consent holders

12.0 **Applications**

- 12.1 A trader may trade at any location in a consent street subject to an application process, consultation and the imposition of any conditions that may be imposed and any regulations that may be drawn up regarding the general suitability of locations, vehicles/units and trade lines.
- 12.2 In considering applications for street trading consent relevant enforcement agencies may be consulted.
- 12.3 Applications will not be accepted from persons under the age of seventeen – Schedule 4 paragraph 7(1)(a) Local Government (Miscellaneous Provisions) Act, 1982.
- 12.4 Consents are personal in nature and applications will only be accepted from 'natural persons' not legal entities.
- 12.5 Each application will be determined on its own merits taking into account, amongst other matters, issues of:
- Public safety
 - Public order
 - Public nuisance
 - The needs of the area
- 12.6 Application forms must:
- Be properly made out with all relevant sections completed
 - Be accompanied by the correct fee
 - Be accompanied by two passport type colour photographs of the applicant and of any assistant the applicant seeks to employ
 - Applicants for street trading consents have a public inter face, often with children, and the council also has a duty to ensure that applicants are suitable and have for instance no unspent convictions for theft or fraud. Therefore, when determining an application for the grant or renewal of a street trading consent the council will consider all relevant information relating to the suitability of the applicant including whether the applicant has any unspent convictions. We may therefore ask for a Basic Disclosure

Certificate from the Criminal Records Bureau in Scotland (or equivalent successor) from an applicant and for each assistant the applicant seeks to employ. Any goods or services which entice children **will** be subject to the requirement for a Basic Disclosure Certificate. Such certificates shall be issued no earlier than one calendar month before submitting the application to the council

- Be accompanied by evidence of current third party liability insurance in the sum of £5,000,000
- Be accompanied by evidence of appropriate motor insurance
- Be accompanied by full details with pictorial representation in colour of the vehicle to be used
- Be accompanied by a map of the proposed trading location. Maps shall be of a minimum scale of 1:2500
- Be accompanied by evidence of registration under food safety legislation and food hygiene rating (if relevant)
- Be accompanied by evidence of waste removal arrangements from the site (if relevant)

12.7 In processing an application the council may seek comment from the following consultees:

- Police
- Fire Service
- Ambulance Service
- Trading Standards
- Town Centre Manager
- Environmental Health
- Licensing Enforcement
- Traffic Management
- Disability Forums
- Any other person or body whom the council feels it appropriate to consult

13.0 **Licensing (Regulatory) Sub-Committee Hearings**

13.1 A panel of members from the Licensing (Regulatory) Sub-Committee will be set up to hear any appeal of a decision of the Environmental Health Manager (Commercial) in relation to the refusal of a consent, goods deemed not suitable for sale or against a condition imposed on a consent. The panel of members will be made up of not less than three elected members.

13.2 In all cases where an adverse Criminal Records Bureau disclosure is received the application will be determined by a panel of members from the Licensing (Regulatory) Sub-Committee in accordance with the Guidelines on the relevance of convictions (detailed below).

13.3 Applications will normally be determined within 60 days and applications for renewals must be submitted no less than 60 days prior to the lapse of the consent to be renewed.

14.0 **Guidelines relating to the relevance of convictions**

14.1 These guidelines are applicable to:

- Applicants for the grant or renewal of a street trading consent,

- Persons who wish to be registered to assist a holder of a street trading consent
- Holders of a street trading consent and persons registered to assist a consent holder

14.2 General policy

- Each case will be decided on its own merits.
- A person with a current conviction for serious crime need not be permanently barred from obtaining a street trading consent but should be expected to remain free of conviction for three to five years according to the circumstances before an application is entertained. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However the overriding consideration should be the protection of the public.
- In considering previous convictions the following matters will be taken into account:
 - (a) Whether the conviction is relevant
 - (b) The seriousness of the offence
 - (c) The length of time since the offence occurred
 - (d) Whether there is a pattern of offending behaviour
 - (e) Whether that person's circumstances have changed since the offence occurred
 - (f) The circumstances surrounding the offence and the explanation offered by that person.

14.3 Dishonesty

The holders of a street trading consent and their assistants have to be persons who can be trusted. It is easy for a dishonest trader or assistant to take advantage of the public. Members of the public using a street trading outlet expect the holder and any assistant to be honest and trustworthy. For these reasons a serious view will be taken of any conviction involving dishonesty. In general, an applicant for the grant or renewal of a street trading consent is unlikely to be granted a street trading consent where the application is made within three to five years from the date of conviction. Similarly a person wishing to be registered as an assistant to a street trading consent holder is unlikely to be registered where registration is sought within three to five years from the date of conviction.

14.4 Violence

As street traders and their assistants have close contact with the public, a firm line will be taken with applicants who have convictions for violence. Generally, a period of three to five years free of conviction will be required before an application is likely to be considered favourably.

14.5 Drugs

An applicant with a conviction for a drug related offence should be required to show a period of at least three years free of convictions before an application is entertained.

14.6 Indecency offences

As the holders of street trading consents and their assistants, and in particular those who sell ice cream, have access to children, applicants who have convictions for indecent exposure, indecent assault, importuning, or any of the more serious sexual offences are likely to have their application refused until they can show a substantial period of at least three to five years free of such offences. More than one conviction of this kind is likely to preclude consideration for at least five years.

14.7 Motoring convictions

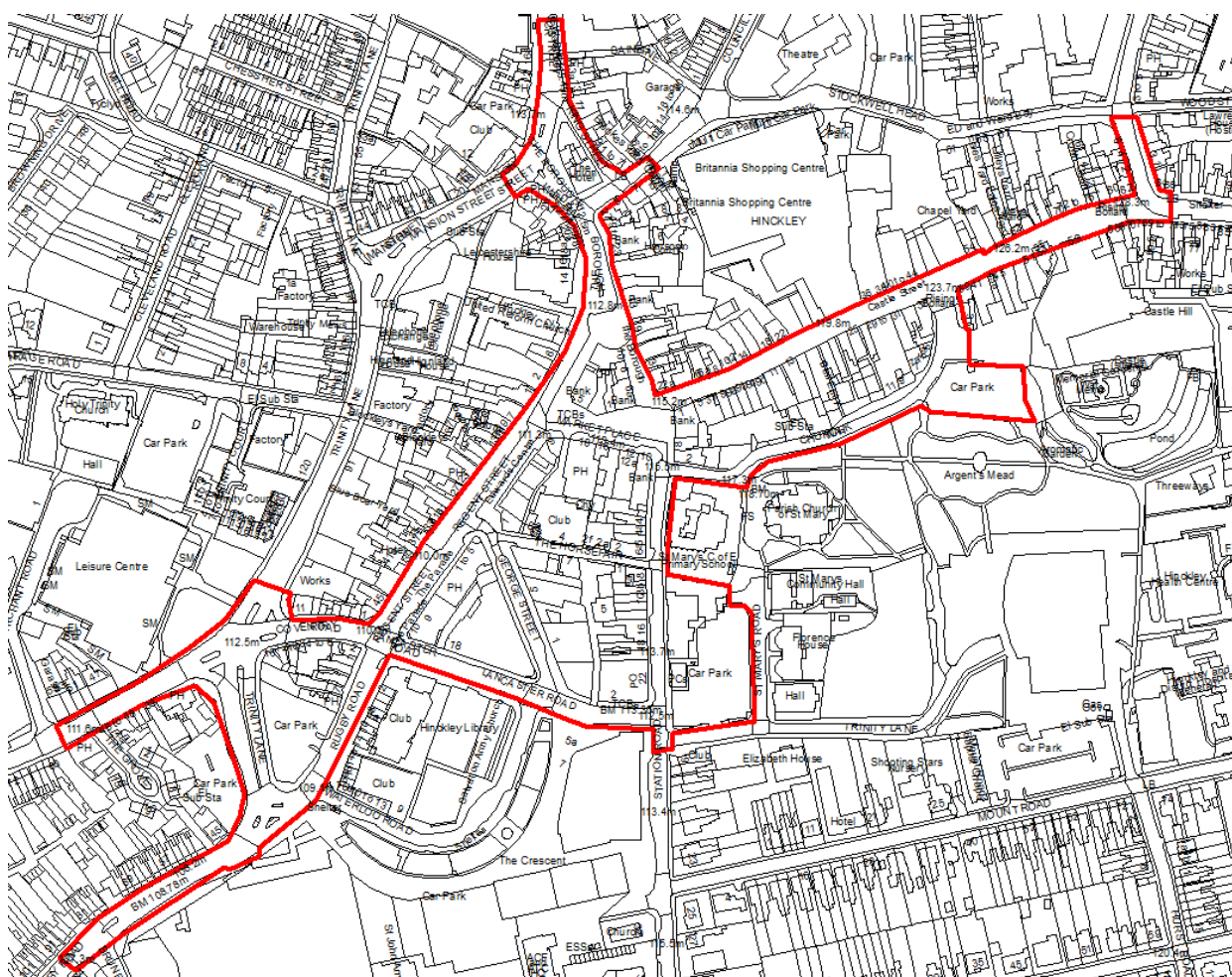
Motoring offences are unlikely to be relevant when deciding if an applicant for a street trading consent or to be registered as an assistant to the holder of a street trading consent is a suitable person. However, there may be instances where the offences are not isolated and are of a very serious nature. In such circumstances the applicant should be required to show a period of one to three years free of conviction.

14.8 Formal Cautions and fixed penalty notices

For the purposes of these guidelines, the council may treat Formal Cautions issued in accordance with Home Office guidance and fixed penalty notices as convictions.

Annex 1

Designated consent streets in Hinckley Town Centre made under the Local Government (Miscellaneous) Provisions Act 1982, Schedule 4



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Hinckley & Bosworth Borough Council, at the council meeting of the ??? 2016, minute ???, resolved that the following streets in Hinckley Town Centre and any associated pedestrianised areas as Consent Streets for the provisions of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982:

Parts of :	Castle Street	New Buildings
	Rugby Road	Station Road
	Trinity Lane	Council Road

Lower Bond Street
Coventry Road

Mansion Street

The whole of : Church Walk
Lancaster Road
Regent Street
The Horsefair

George Street
Market Place
The Borough
King Street

Further copies, versions in alternative languages and larger print or audio versions are available from the following address:

Hinckley and Bosworth Borough Council Hinckley Hub, Rugby Road, Hinckley, Leicestershire LE10 0FR

Telephone: 01455 238141 Email: customer.services@hinckley-bosworth.gov.uk

অন্যান্য ভাষায় অনুবাদ এবং বড় ছাপা অক্ষর বা অডিও'তে আরো কপি নিম্নের ঠিকানায় পাওয়া যায় :

Hinckley and Bosworth Borough Council

Hinckley Hub, Rugby Road, Hinckley, Leics LE10 0FR টেলিফোন : 01455 238141 ই-মেইল :
customer.services@hinckley-bosworth.gov.uk

બીજી ભાષાઓના ભાષાંતરમાં અને મોટા અક્ષરોમાં અથવા ઓડિઓના રૂપમાં વધારાની નકલો
નીચેના સરનામા ઉપર ઉપલબ્ધ છે:

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ਦੂਸਰੀਆਂ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਅਨੁਵਾਦ ਅਤੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿੱਚ ਛਾਪੇ ਜਾਂ ਆਡਿਓ ਦੇ ਰੂਪ ਵਿੱਚ ਅਤੇ ਹੋਰ ਕਾਪੀਆਂ
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متبادل زبانوں میں ترجمہ اور بڑے حروف یا آڈیو میں ترجمہ کی مزید کاپیاں درج ذیل پتے سے حاصل کی جاسکتی ہیں:

Hinckley and Bosworth Borough Council

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