

CITY OF NEWCASTLE UPON TYNE

Face to Face Charitable Fund Raising Scheme



CITY OF NEWCASTLE UPON TYNE CHARITABLE FUND RAISING SCHEME\

1. In this scheme, unless the context otherwise requires –

‘Charitable Fund Raising’ means to approach another person with the intention of asking the other person:

- i) to enter into any arrangements which involve that other persons making future payment for the benefit of charitable or other purposes: or
- ii) any information to assist in that other person being contacted at another time with a view to making arrangements for that person to make any payment for the benefit of charitable or other

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

‘The licensing authority’ means the Council of the City of Newcastle upon Tyne.

‘Permit’ means a permit for a collection.

‘Contributor’ means a person who contributes to fund raising for the benefit of charitable purposes.

- 2. No fund raising shall take place in the open air, street or public place within the City of Newcastle upon Tyne unless a promoter shall have obtained from the Licensing Authority a permit to fund raise on that day.
- 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. Providing that the Licensing Authority may reduce the period of one month if satisfied that there are special reasons for doing so.
- 4. No fund raising shall be made except upon the day and between the hours stated in the permit.
- 5. The Licensing Authority may, in granting a permit, limit the collection to the locations highlighted on the attached map.
- 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 (a) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the Licensing Authority or any constable.
7. No fund raising shall be made in any area than in the area specified on the attached plan. Failure to comply may result in the issue of fixed penalty notice for failure to comply with the Public Space Protection Order, made under Part 4 section 59 of the The Anti-Social Behaviour Crime and Policing Act 2014
8. No collector shall importune any person to the annoyance of such a person.
9. While collecting;
- (a) a collector shall remain within the demarked areae and
 - (b) The number of collectors at each location shall not exceed 2 persons.
 - (c) One team leader may be present to manage the collectors
 - (d) Abide by the code of practise on charitable fund raising as laid out in appendix 1
10. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of eighteen years to act as a collector.
- (1) Every collector shall carry wear clearly branded clothing and wear and display identification which displays both the collectors full name and the organisation they are representing. identification to show which registered charity funds are being raised for.



Appendix 1 Face to face fundraising CODE OF CONDUCT

July 2017



1	<h2>Introduction</h2>
	<p>Newcastle City Council has permitted face to face fundraising across its local authority area without restriction. However, in recent years this type of (non-cash) fundraising has become very common and as a result is becoming increasingly more difficult to manage.</p> <p>The purpose of this Code of Conduct is to facilitate responsible face to face fundraising in Newcastle City Council's busy areas and provide a balance between the duty of charities and non-profit organisations to fundraise and the rights of the public to go about their business without undue inconvenience.</p> <p>This Code of Conduct only relates to face to face (non-cash) fundraising activity, street cash collections are regulated through Newcastle City Council's Street Collection Regulations. Face to face fundraisers will be referred to as fundraisers for the purpose of this Code of Conduct.</p>
2	<h2>Compliance & Application</h2>
	<p>Every fundraiser collector working for an organisation who is granted authority to operate in Newcastle upon Tyne must be given a copy of this code of conduct by the fund raising charity.</p> <p>The standards set out in this Code of Conduct must be adhered to by all promoters and collectors at all times.</p> <p>This Code of Conduct applies in conjunction with Newcastle City Council's Street Collection Regulations.</p> <p>To carry out Cashless Charitable fundraising you must first obtain a permit from the City Council. The City Council has a policy of only permitting one charity to carry out a street collection a day.</p> <p>Applicants must contact the Licensing Section to check availability of dates (psr@newcastle.gov.uk).</p> <p>The Council requires at least 28 days notice before the date on which it is proposed to make the collection. How to apply Apply online</p> <p>Prior to completing the online form, please contact the Licensing Section who will confirm availability and issue you with a confirmation application number for completion on the form.</p>



	<p>Will Tacit Consent Apply?</p> <p>Yes. This means that you will be able to act as though your application is granted if you have not heard by the end of the target completion period which is 28 days from the date of submission of all correct and relevant information.</p>
3	Operation and Restriction
	<p>Newcastle City Council has identified two separate sites where fundraising can operate, these are set out as shown in the map in appendix 2 below.</p> <p>No fundraising may take place outside of the areas outlined in appendix 2 and the demarked pavement markings.</p> <p>Only two fund raiser collectors may operate at each site, these may be from a single or different organisations. These persons may be assisted by one team manager</p> <p>Fundraising will only be permitted 2 days a week at the sites identified. The permitted hours of fundraising are Monday to Saturday between 10:00 and 16:00 hours.</p> <p>Fundraising activity will be undertaken by only one organisation per day and will be restricted to representation on behalf of one particular charitable organisation.</p> <p>The Council reserve the right to cancel authorisation of a collection.</p> <p>All fundraising organisers and promoters shall in their application give proof that they have public liability insurance and risk assessments, and of their responsibilities regarding ensuring the suitability of individual fundraisers.</p>
4	Fundraiser and organisation identification
	<p>Each organisation must ensure that appropriate background checks as to the suitability of their fundraiser collectors to be representatives fundraising on the organisations behalf.</p> <p>Each organisation must have a professional dress code in place which, at a minimum, require that all fundraisers wear branded clothing as a top layer.</p> <p>The fundraiser must never wear branded clothing supplied by the organisation whilst not engaged in face to face fundraising activity. This means that all branded clothing must be removed or covered during breaks and whilst travelling to and from the allocated site.</p>



	Fundraisers must carry identification which displays both the fundraisers full name and the organisation they are representing.
5	Fundraisers behaviour
	<p>The organisation will ensure that, while fundraising, no collector engages in any activity that appears to be a criminal offence or cause alarm, distress or annoyance to the public.</p> <p>The organisation will ensure that all fundraiser collectors have received full training and be familiar with Newcastle City Council's Street Collection Regulations, this Code of Conduct and Newcastle City Council's Public Spaces Protection Order (PSPO).</p> <p>All fundraisers will:</p> <ul style="list-style-type: none"> • respect each other and act with the greatest integrity, professionalism and respect for the sustainability for face to face fundraising • not obstruct or restrict another individual, unreasonably pressuring or harassing them or cause alarm or distress • not confuse or mislead the public, saying, doing or displaying anything, or using any promotional material for which the fundraiser has not been given permission by the organisation • not knowingly approach a person under the age of 18 with the intention of seeking a donation or setting up any agreement • not seek a donation or agreement from a person if it is realised that the person lacks understanding of financial affairs, or has an obvious intellectual disability, seems frail or vulnerable • not continue to seek a donation or agreement where the donor requests they stop • not seek a donation at a time or location other than that agreed by Newcastle City Council • not solicit or collect any cash donations • remain within the demarked area on the pavement • Collectors should be positioned in such a way as to offer an adequate 'comfort zone' to those users of the City centre who do not wish to engage, and should not cause undue inconvenience or any obstruction. <p>The collector will not impede activities of commercial organisations in public places, they must comply with any reasonable requests of nearby businesses</p> <p>The collector will not inconvenience members of the public in public places in the vicinity of commercial organisations, i.e., not stand in front of doorways or prevent the flow of traffic.</p>



	<p>The collector will not seek an individual's or organisations permission to enter their private or business residence under any circumstance.</p> <p>The collector will not continue to work in a territory where they feel unsafe, any incidents will be reported to Northumbria Police immediately and followed by a written notification to Newcastle City Council so that allocated sites can be reviewed.</p>
6	Organisation compliance
	<p>All organisations engaged in face to face fundraising must:</p> <ul style="list-style-type: none"> • adhere to the rules within this code • apply and be authorised to use the pitch. Failure to do so may result in action being taken under the Public Space Protection Order • apply to Newcastle City Council a minimum of 4 weeks prior to intended use of the pitch
7	Complaints and Enforcement
	<p>Complaints relating to the fundraising organisation or individual fundraisers will be dealt with by Newcastle City Council's complaints procedure</p> <p>Fixed Penalty Notices issued under the Public Spaces Protection Order may be issued by an authorised Newcastle City Council officer or Northumbria Police to any organisation or fundraiser that is in breach of the conditions set out in this Code of Conduct and Street Collection Regulations.</p> <p>Any organisation found to be operating outside of the Code of Conduct may be refused or be suspended from making future bookings for fundraising activity.</p> <p>Repeated (3 or more in a 1 year period) breaches will result in refusal for future bookings made by that organisation.</p>
8	Review
	<p>This Code of Conduct will be reviewed by January 2019. However, it may be reviewed earlier if considered appropriate by Newcastle City Council following complaints or repeated non-compliance.</p>



9 Useful Contacts

Licensing Team
Public Safety and Regulation
Civic Centre
Newcastle upon Tyne
NE18PD

psr@newcastle.gov.uk
Tel: 2787878

Appendix 2 : Map of Collection point areas (not to scale)



APPLICATION FOR PERMISSION TO CARRYOUT FACE TO FACE CHARITY FUNDRAISING

Newcastle City Council Face to Face Charity Fund Raising Scheme

Please confirm you have read and you agree to the Face to face Charity Fundraising Scheme and code of Conduct *

Please confirm you have read and you agree to scheme and code cover face to face charity fund raising

Applicant Name and Address and Postcode

Postcode

Applicant Date of Birth *

MM Day DD Year

Email Address *

Confirm Email Address *



Name of Society Represented By Applicant *

Address of Society Represented by Applicant

Society Postcode *

Charity Number

Purposes or Aims of Society *



Please Attach a Letter of Authorisation from Charity that you are authorised to collect on their behalf *

Please Attach any Other Information About the Charity

Please Add any Further Information

Collection or sale Date From *

Day Year

Declaration

I can confirm that I have read the City of Newcastle upon Tyne Street Collection regulations. I agree to abide by all the regulations set out and in particular with regard to regulation 16 and the submission of the Statement of Accounts.

I understand that if I do not comply with the scheme hold future collections within the City of Newcastle upon Tyne.

1. I declare that the information given on this form is correct and complete.
2. I understand by submitting this application and clicking on the box below, you will use the information I have provided to process my application.
3. Click [here](#) for further information on Data Protection

Data Protection Act 1998

4. The information you provide on this form will be used by Newcastle City Council for the purpose of Licensing.
5. If you have any queries concerning data protection, please contact the City Councils Data Protection Officer by emailing dataprotection@newcastle.gov.uk

Signed

Date

