

## **West Yorkshire Combined Authority charity collections policy: Managed Bus Stations**

1. Applications will only be considered from a registered charity.
2. Charities have to be registered with the Charities Commission for a minimum of 2 years and have submitted 2 years of accounts.
3. No charity that pays commission to its collectors or using a 3rd party professional fundraising agency will be accepted.
4. Permission (if given) will only be for a cash collection. No leafleting, direct debit sign-up promotions or selling of articles will be allowed.
5. Local limits may apply to the number of charitable collections allowed at a station each week.
6. An indemnity form must be signed before any collection takes place within the station.
7. A minimum of 30 days' notice is required when applying to collect at a managed Bus Station.
8. The names of the collectors must be supplied either on the indemnity form or emailed to us a minimum of 7 days before the collection is due to take place.
9. WYCA reserves the right to refuse permission to charities without giving the reason for refusal.
10. On the day of the collection:
  - All representatives must report to the Bus Stations security office, sign in and receive a safety brief before any activity commences.
  - All representatives must bring valid photo identification (passport or driving licence) with them (a copy of this may be taken)
  - All representatives must bring either a letter of authority from the charity to collect or valid charity identification.
  - Anyone without the required identification will be denied permission to take part in the collection.
  - All representatives must be a minimum of 18 years old.
  - Social distancing must be maintained
  - A Lateral Flow Test should be taken before coming into the bus station and proof of this be given to the BSM on arrival
  - Masks must be worn
11. Each representative of the charity will wear an identification badge at all times. This will be provided by WYCA on arrival.
12. The standards laid down in the safety briefing provided at the station must be adhered to at all times. Representatives of the charity must be courteous at all times and obey The Bus Station Manager in all matters.

13. A specific area of the Bus Station will be allocated to the charity for the duration of the collection and must be adhered to.
14. WYCA cannot take responsibility for or look after any bags that the charity representatives may bring with them on the day. Storage is at the discretion of the Bus Station Manager.
15. Each charity will have no more than four representatives at any one time in the Bus Station on the date allocated. Any additional collectors will need to be approved in writing and in advance by the Bus Station Manager.
16. The name of the charity must be displayed clearly at all times.
17. No activity will be undertaken in such a manner that is likely to harass, inconvenience or annoy any person or impede passenger movement at any time.
  - The 'shaking' of collection buckets is not allowed.
  - No physical contact will be made with anyone that is not connected to the activity.
18. On the day of the collection, WYCA reserves the right to ask the charity to vacate themselves from the premises, should it become necessary due to operational requirements or should they fail to act in a manner satisfactory to WYCA. Charities that are accepted, but fail to act in a manner satisfactory to WYCA, will not be granted permission to collect at the station again.
19. WYCA operates a strict alcohol and drugs policy. Any person associated with the activity that is under the influence of drink or drugs will be removed from the station and any future applications from that charity will be refused.
20. The monies collected are the responsibility of the charity; all collecting receptacles must be closed and sealed against accidental spillage and unofficial opening. WYCA accepts no responsibility for these monies at any time.
21. Reasonable expenses can be paid to collectors but expenses for the collectors cannot be taken directly from the funds collected on the day.
22. It is the responsibility of the organisers to remove all waste generated as a result of the activity. If any remaining waste has to be removed by WYCA, the charity will be charge for the cost of removal.
23. Any charity wishing to return to a Managed Bus Station must fill in a new application and indemnity form.
24. Charities must provide feedback of the total funds raised at each individual Managed Bus Station, please send these to [Elizabeth.Simpson@westyorks-ca.gov.uk](mailto:Elizabeth.Simpson@westyorks-ca.gov.uk) within 14 days of the collection otherwise any future applications from that charity will be refused.

**If you have any queries regarding this policy, please contact**  
[Elizabeth.Simpson@westyorks-ca.gov.uk](mailto:Elizabeth.Simpson@westyorks-ca.gov.uk)