

**Transport for London
Charities Scheme**





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Governance for Acceptance

Registration and Acceptance:

- Charity must be registered with either:
 - ✓ [Charities Commission in England & Wales](#)
 - ✓ [Charities Commission in Scotland](#)
 - ✓ [Charities Commission Northern Ireland](#)
- All Charities must be registered for a minimum of 2 years
- All Charities must present a minimum of 2 published accounts to the Charities Commission
- All Charities must hold membership with the Fundraising Standards Board (FRSB)
- Accounts must be complete and submitted on time.
- Applications may only be made by an employee or administrator approved by the charity to facilitate charity collections.
- All Charities must NOT have any declared periods of non-registration
- (Where there is a failure to submit accounts, Minimum of previous 3 accounts must be complete and on time).
- Charity objectives should not relate to or promote issues for which there are strongly held views for or against by the public
- Collections will not be permitted if they are judged as likely to result in adverse publicity or if there is risk of damage to LU/TfL brand or reputation
- TfL does not permit the use of Third Party 'Professional Fundraisers' whereby a payment exchange between the charity and Third party may occur
- TfL Charities reserves the right to refuse permission to any organisation



Disclosure Certificates

All collectors will be required to present a Basic Disclosure certificate alongside a Letter of Authority (LOA) issued by Transport for London before commencing a collection event.

TfL recommend the following 2 issuers of certificates:

Disclosure Scotland: www.disclosurescotland.co.uk

Exemptions:

At the discretion of TfL, we may exempt the requirement for a basic disclosure to be presented.

This includes circumstances where the Charity can provide proof that arrangements are in place to collect the funds from the station (directly from the collector). This can include the use of a 'cash in transit' company or member of the fundraising team itself.

Approval for exemption must be obtained from TfL in advance of the collection event.

TfL will not allow a collection to proceed if either requirement not satisfied.

NON Collectors/Carol Singers

If you are not collecting funds (such as carol singers) you will not be required to obtain a disclosure certificate. Any attempt to collect funds during the event will result in the event being terminated.



Fundraising Code of Practice

TfL are committed to facilitating fundraising collections in line with practices outlined by the [Institute of Fundraising](#)





Schedule for Applications

We understand that as a fundraiser you'd like to receive confirmation of your charity collection application at the earliest opportunity. To facilitate this we have formalised a closing date schedule for applications to be submitted to LU Charities.

Collecting Month	Collection Type	Deadline for Application
January	(Standard Collections)	1 December
February	(Standard Collections)	1 January
March	(Standard Collections)	1 February
April	(Standard Collections)	1 March
May	(Standard Collections)	1 April
June	(Standard Collections)	1 May
July	(Standard Collections)	1 June
August	(Standard Collections)	1 July
September	(Standard Collections)	1 August
October	(Standard Collections)	1 September
November	(Standard Collections)	1 October
December	(Standard Collections)	1 October
December	(Carol Singing)	15 November



Conditions for Application under D.E.C rules

TfL Charities are pleased to provide fundraising support to the Disasters Emergency Committee (DEC) and Member Charities during the initial period of appeal in the event of a humanitarian aid request.

We grant short notice collection events to both charities and registered fundraisers on TfL premises up to 1 month after the launch date of any appeal by the DEC.

For all requests we require a minimum of 3 working days to handle applications.

- **Requirements for Charity:**

- ✓ Must be a member charity or member affiliate of the DEC (as defined)
 - Disasters Emergency Committee
 - Action Aid
 - Age UK
 - British Red Cross
 - CAFOD
 - Care International UK
 - Christian Aid
 - Concern Worldwide
 - Islamic Relief
 - Merlin
 - Oxfam
 - Plan UK
 - Save the Children
 - Tearfund
 - World Vision

- **Requirements for Individual fundraiser:**

- ✓ Must be registered with either DEC or a charity from the member's list (above)

Please provide:

- **Full Name**
- **Charities Commission number (if applicable)**
- **Address details**
- **Two contact numbers (mobile and other preferred)**
- **Charity represented**
- **Name of contact at represented charity**

Details for Request:

- **Date for collection**
- **Number of stations requested (5 per application)**
- **Name of stations requested**

***Please note that due to the short notice of these applications TfL Charities are unable to guarantee the availability of the stations in your request. If possible we will discuss alternative fundraising locations with you before confirming the outcome of your application.**

***TfL Charities reserves the right to amend or suspend this permission without notice.**



TfL Charities Scheme Terms and Conditions

PARTIES:

- (1) London Underground Limited, a company incorporated in England and Wales (company registration number 01900907) whose registered office is at Windsor House, 42-50 Victoria Street, London SW1H 0TL ("TFL");
- (2) Registered Charity: (company registered with Charities Commission based in UK) and member of the Fundraising Standards Board (FRSB).

Terms and Reference:

- (1) Collector: Person or persons registered to collect on behalf of the charity for the purpose of collecting funds on TFL premises.
- (2) Letter of Authority: Formal letter confirmation of event permitted by TFL(1) subject to terms and conditions highlighted within this document. ("LOA")

General information:

1. TFL hereby grants the named Charity on the LOA non-exclusive right to collect funds in line with restrictions provided under clauses 9-15.
2. Such right to collect is granted subject to the Collector and Charity complying with all the terms of this Authority.
3. Neither the Charity nor Collector is employed by TFL and shall not be deemed as such.
4. TFL reserves the right to amend these Terms and Conditions at any point in time. TFL shall make reasonable endeavours to provide advance notice of changes and updates but may make changes without prior notification or communication. The Collector and Charity accepts responsibility to ensure that he/she complies with and understands the Terms and Conditions of the Charities Licence at all times. The Collector/Charity can obtain clarification and information regarding any updates or amendments via lulcharities@tfl.gov.uk.
5. The LOA is not transferable. It may only be used on the date and at the location presented and must correspond with reports available with the station of event. Misuse or amendment of a LOA will result in the collecting permissions being permanently withdrawn and future permissions terminated by TFL.
6. No collection shall take place unless all required documents are presented to the duty station manager before commencing fundraising duties.
7. No person under the age of sixteen years old shall be permitted to act as a collector.

Required documents:

8. No collection shall be approved to take place without presenting the required documents:
 1. The LOA as produced by TFL
 2. Photo ID (Passport/Driving Licence/Student/MOD)
 3. Disclosure Certificate (see page referring to Disclosure Certificates)
 - i. Where mitigation has been approved, letter from Charity must accompany supporting letter from TFL

Emergency procedures:

9. The Collector shall promptly comply with any instructions from TFL employees or the emergency services.



Collector's Obligations:

General obligations:

10. The Collector shall obey all lawful instructions of authorised representatives of TFL and all lawful instructions of emergency service staff while the Collector is on TFL's premises (the "Premises"). Notwithstanding the generality of this obligation, the Collector shall also comply with the obligations set out in this Licence.
11. The Collector shall not harass, accost, petition, importune, actively demand, directly approach or request money or interfere in any way with TFL's staff, customers, contractors or visitors. The Collector shall not offend or cause a nuisance to anyone.
12. All Collectors are required to sign in and sign out for at the beginning and end of the collecting session using the Visitor Pass Scheme. This scheme is further outlined in the Guidelines to this document. For the avoidance of doubt, this clause requires the Collector to follow the procedure for signing in and out of the station as well as to follow emergency evacuation procedures. Failure to comply with this clause shall be deemed by TFL to be a serious breach and shall result in the LOA being immediately revoked.
13. Whilst on TFL's premises, Collectors are required to wear the Visitor Permit with which they are issued.
14. **Emergency Evacuation Procedure:** Collectors are required to comply with the Evacuation Procedure for Visitors. Collectors must comply with the instructions of station staff and/or emergency services personnel and leave the station by the directed route without hesitation. Upon leaving the station, the Collectors must immediately report to and remain at the Staff Assembly Point (SAP) until a member of TFL staff has identified the Collectors on the Visitor Register. During an evacuation, the Collectors must not leave the station of collection. They should return following the incident to sign out or contact the Charities Helpline. Failure to comply with this requirement shall result in the Charities future collections being immediately terminated.
15. The Collector is not allowed to bring bicycles, unicycles or pets onto TFL premises. The Collector shall bring no item onto the station which is likely to create a hazard.

Behaviour and Presentation:

16. The Collector shall be neatly clothed, clean, orderly and polite at all times while on the Premises for collecting purposes.
17. The Collector shall not adopt an appearance or carry out a performance which, in the opinion of TFL, tends to attract a static crowd.
18. The Collector shall not adopt an appearance or carry out a performance which, in the opinion of TFL, may cause offence to TFL and its staff, its agents, sponsors or customers.
19. The Collector shall not be intoxicated, consume alcohol or drugs, smoke, create litter or consume significant quantities of food when on the Premises.
20. TFL will not tolerate violence or abusive language directed towards its staff or customers.
21. TFL will not tolerate vandalism, theft, graffiti, or any other criminal act within the Premises.
22. The licence may be revoked immediately if the Collector is identified as committing any of the acts outlined in clauses 19-21.
23. In the event of any terms outlined under the Behaviour code of conduct, TFL will report the incident to the British Transport Police.
24. The Collector shall not do anything to harm TFL's brand or its sponsors' or agents' brands and the Collector shall not be defamatory or derogatory of any person.
25. The Charity shall promptly inform TFL's Charities Scheme or its Agent if he or she is convicted of a crime or breaches any of TFL's bye-laws.
26. This Licence may be withdrawn by TFL in the event that the Collector is identified as having been convicted of any crime, or has a criminal record which, in the opinion of TFL, renders the Collector unsuitable to collect on TFL's premises.



Collecting obligations:

27. Every Collector shall carry a collection box.
 1. All collecting boxes shall be numbered consecutively and shall be securely sealed in such way as to prevent them being opened without the seal being broken.
 2. All money received shall be immediately placed in the collecting box.
 3. Once full. The collector may not re-use the collecting box during the course of the collection.
 - i. The collecting box may be re-used only in the event that the box is opened and the contents placed in a secure receptacle. The collecting box shall be re-numbered according to the sequence recorded.
28. The Collector shall remain within the area designated for his or her collection by TFL while collecting. The Collector shall not place or leave unauthorised obstacles on or about the Pitch. The Collector shall ensure that his or her equipment, including any receptacle for cash, remains at all times during a collection within the boundaries of the Pitch.
29. Other than on the identified by the LOA, the collector shall at no time collect in any other area of TFL's premises, stations or trains.
30. The Collector must display the name of the charity on the front of collection buckets which must be visible from a reasonable distance (15 ft min requirement)
31. The box ("for Collection of funds") must be and remain sealed using an authorised seals at all times. Should the seal break or become damaged the Collector must not use the bucket for collecting.
32. The Collector shall not offer goods or merchandise for sale, distribute items (with or without charge) or advertise third party brands, products or services on the Premises without expressed permission of TFL.
33. The Collector must only solicit funds by referencing the expressed activities highlighted as the objectives of the charity as published on the Charities Commission.
34. TFL reserves the right to instruct the Collector to suspend or cancel a collection or immediately to leave the Premises for safety or operational reasons or (without limitation) on any other reasonable ground.
35. TFL will not accept any liability for the damage or loss of any equipment or personal effects used during Collection Event.
36. TFL will not accept any liability for the damage or loss of any equipment or personal effects used during Collection Event.
37. The Collector acknowledges and agrees that he/she is partaking in the Charities scheme at his/her own risk and that TFL shall have no liability for any misadventure which may occur to him/her which is not the fault of TFL, save to the extent that it is impossible at law to exclude such liability.

Payment of Fundraisers and distribution of funds:

38. TFL does not permit the use of 3rd party 'professional' fundraisers for the purpose of raising money on TFL premises.
39. All funds raised on LU premises should be paid in full directly to the charity on completion of the fundraising event.
40. Collectors may only raise funds for the purpose of donation to a registered charity (standard fundraising).
41. Collectors may be paid a nominal remuneration to cover reasonable travel expenses only.
42. Any payment of the fundraiser is not permitted by using division of funds raised on TFL premises.

Equipment, personal effects, damage and loss:

43. The Collector shall indemnify TFL against any costs incurred as a result of breach by the Collector of the terms of this Licence.
44. The Collector is responsible for the safe carrying of all their equipment (Collection Buckets). Staff are not available to help the Collector to carry their equipment. Note this clause applies also during an emergency.
45. TFL are not obliged to provide any storage facilities for the Collectors personal effects.



Reporting of Collection events/Outcomes

46. The Charity must inform TFL Charities of the outcome of all events within 30 days of the occurrence of the booked event.
47. If for any reason the Charity becomes unable to fulfil their booking, he/she shall notify TFL as soon as possible and in any case no later than five days prior to the agreed date, save in the event of an unforeseen circumstance that is accepted by TFL. In the event of an unforeseen circumstance, the Charity/Collector shall notify TFL as soon as practicably possible.
48. Should the average failure to fulfil bookings exceed 25% of all bookings then TFL Charities reserve the right to withdraw all future collecting activities for the named Collector.

Carol Singing:

49. Fundraisers may raise funds for registered charities, community groups (on approval) or schools (registered with DfE)
50. The Collector shall not use any hazardous or obstructive equipment onto the Premises.
51. The collector is not permitted to use any equipment which requires access to a power supply.
52. LU Charities does not guarantee access to changing facilities. If you intend to wear costumes or other festive attire, you must arrive in the clothing you intend to wear during your performance.
53. Amplifiers or backing tracks must remain at an amiable level. Excess volume will result in you being asked to switch off amplifier.
54. Any loose cables must be secured. (with "Hi-Vi " masking tape)

Miscellaneous:

55. The Collector may not re-assign or transfer the LOA to a different date or location.
56. TFL may at any time revoke or suspend the LOA of a Charity/Collector for any breach of the Terms and Conditions. The Collector acknowledges that they must comply in all respects of the provisions of the Licence and these Terms and Conditions. The Collector also acknowledges that if it is found that they have obtained a LOA dishonestly that the LOA and all future application requests may be revoked.
57. By proceeding with your collection event the Collector has agrees with these Terms & Conditions the Collector agrees to abide by the Terms and Conditions identified herein.

Sharing of information:

58. TfL reserves the right to share information about participants of the Charities scheme when requested under the Freedom of Information Act 1998.
 1. By participating in the TfL Charities scheme you agree to TfL sharing of information about collection events and scheme participating charities with our partner agencies including but not limited to:
 - i. FRSB
 - ii. Charities Commission
 - iii. British Transport Police
 - iv. Metropolitan Police



Appendix I: Fundraiser collection allowances

Station Name	Zone	No of Collectors	Restrictions	Carol Singing?	Performers
Acton Town	3	3		Y	25
Aldgate	1	2		N	0
Aldgate East	1	2		Y	3
Alperton	4	2		Y	20
Amersham	9	1		Y	15
Angel	1	2		Y	15
Archway	2	2		Y	10
Arnos Grove	4	2		Y	15
Arsenal	2	2		Y	6
Baker Street	1	2		Y	25
Balham	3	2		Y	12
Bank	1	2		N	0
Barbican	1	3		N	0
Barkingside	4	1		N	0
Barons Court	2	1		N	0
Bayswater	1	2		N	0
Becontree	5	1		Y	10
Belsize Park	2	2		Y	8
Bermondsey	2	3		Y	12
Bethnal Green	2	2		N	0
Blackfriars	1	2		N	0
Blackhorse Road	3	2		Y	15
Bond Street	1	6		Y	15
Borough	1	2		N	0
Boston Manor	4	2		N	0
Bounds Green	3	2		Y	10
Bow Road	2	2		Y	3
Brent Cross	3	1		Y	20
Brixton	2	3		Y	20
Bromley By Bow	2	2		Y	3
Buckhurst Hill	5	2		Y	20
Burnt Oak	4	1		Y	20
Caledonian Road	2	2		Y	6
Camden Town	2	0		N	0
Canada Water	2	3		Y	24
Canary Wharf	2	6	Wed only	Y	15



Station Name	Zone	No of Collectors	Restrictions	Carol Singing?	Performers
Canning Town	3	2		Y	5
Cannon Street	1	2		Y	3
Canons Park	5	1		Y	4
Chalfont & Latimer	8	1		Y	15
Chalk Farm	2	2		N	0
Chancery Lane	1	2		N	0
Charing Cross	1	5		Y	20
Chesham	9	1		Y	15
Chigwell	4	1		N	0
Chiswick Park	3	1		Y	12
Chorleywood	7	1		Y	15
Clapham Common	2	2		N	0
Clapham North	2	2		N	0
Clapham South	2	2		Y	25
Cockfosters	5	2		Y	15
Colindale	4	1		Y	8
Colliers Wood	3	2		Y	12
Covent Garden	1	0		N	0
Croxley	7	1		Y	15
Dagenham East	5	1		Y	10
Dagenham Heathway	5	1		Y	8
Debden	6	2		Y	20
Dollis Hill	3	2		N	0
Ealing Common	3	2		Y	30
Earl's Court	1	4		N	0
East Acton	2	0		N	0
East Finchley	3	2		Y	25
East Ham	3	2		Y	10
East Putney	2	1		Y	20
Eastcote	5	1		N	0
Edgware	5	2		Y	8
Edgware Road (Bak)	1	2		N	0
Edgware Road (H&C)	1	2		Y	20
Elephant & Castle	1	4		N	0
Elm Park	6	1		Y	8
Embankment	1	2		N	0
Epping	6	1		Y	15
Euston	1	2		N	0
Euston Square	1	2		N	0
Fairlop	4	1		N	0
Farringdon	1	3		N	0
Finchley Central	4	2		N	0



Station Name	Zone	No of Collectors	Restrictions	Carol Singing?	Performers
Finchley Road	2	2		Y	10
Finsbury Park	2	2		Y	15
Fulham Broadway	2	1		N	0
Gants Hill	4	2		Y	10
Gloucester Road	1	2		Y	10
Golders Green	3	1		Y	10
Goldhawk Road	2	0		N	0
Goodge Street	1	2		N	0
Grange Hill	4	1		N	0
Green Park	1	2		Y	15
Greenford	4	4		Y	16
Gt Portland St	1	2		N	0
Gunnersbury	3	1		Y	10
Hainault	4	2		N	0
Hammersmith (D)	2	2		Y	12
Hammersmith (H&C)	2	2		N	0
Hampstead	2	1		Y	8
Hanger Lane	3	2		N	0
Harlesden	3	2		Y	10
Harrow & Wealdstone	5	2		Y	10
Harrow on the Hill	5	2		Y	25
Hatton Cross	5	2		Y	10
Heathrow T 123	6	2		Y	15
Heathrow T 4	6	2		Y	15
Hendon Central	3	2		Y	10
High Barnet	5	1		N	0
High St Kensington	1	2		Y	10
Highbury & Islington	2	2		Y	15
Highgate	3	2		Y	10
Hillingdon	6	1		Y	7
Holborn	1	2		Y	12
Holland Park	2	2		N	0
Holloway Road	2	2		Y	6
Hornchurch	6	1		Y	8
Hounslow Central	4	2		N	0
Hounslow East	4	2		N	0
Hounslow West	5	2		N	0
Hyde Park Corner	1	2		Y	10
Ickenham	6	1		N	0
Kennington	2	2		N	0
Kensal Green	2	2		Y	10
Kentish Town	2	2		N	0



Station Name	Zone	No of Collectors	Restrictions	Carol Singing?	Performers
Kenton	4	2		Y	10
Kew Gardens	3	1		Y	10
Kilburn	2	2		N	0
Kilburn Park	2	2		N	0
King's Cross	1	6		N	0
Kingsbury	4	1		Y	4
Knightsbridge	1	2		Y	15
Ladbroke Grove	2	0		N	0
Lambeth North	1	2		N	0
Lancaster Gate	1	0		N	0
Latimer Road	2	0		N	0
Leicester Square	1	4		N	0
Leyton	3	2		N	0
Leytonstone	3	2		N	0
Liverpool St	1	4		N	0
London Bridge	1	5		Y	12
Loughton	6	4		Y	15
Maida Vale	2	2		N	0
Manor House	2	2		Y	10
Mansion House	1	2		N	0
Marble Arch	1	2		N	0
Marylebone	1	2		N	0
Mile End	2	2		N	0
Mill Hill East	4	1		Y	10
Monument	1	2		Y	12
Moor Park	6	1		Y	15
Moorgate	1	4		N	0
Morden	4	2		Y	12
Mornington Crescent	2	2		N	0
Neasden	3	1		Y	3
Newbury Park	4	2		Y	10
North Acton	2	2		N	0
North Ealing	3	2		N	0
North Greenwich	2	5		Y	10
North Harrow	5	1		Y	15
North Wembley	4	2		Y	10
Northfields	3	3		Y	25
Northolt	5	2		N	0
Northwick Park	4	1		N	0
Northwood	6	1		Y	15
Northwood Hills	6	1		Y	15
Notting Hill Gate	1	2		N	0



Station Name	Zone	No of Collectors	Restrictions	Carol Singing?	Performers
Oakwood	5	2		Y	12
Old Street	1	2		Y	
Osterley	4	2		Y	
Oval	2	2		Y	10
Oxford Circus	1	3		Y	25
Paddington	1	2		Y	15
Park Royal	3	2		Y	10
Parsons Green	2	1		N	0
Perivale	4	2		N	0
Piccadilly Circus	1	3		Y	20
Pimlico	1	2		Y	10
Pinner	5	1		Y	15
Plaistow	3	1		Y	10
Preston Road	4	1		N	0
Putney Bridge	2	1		N	0
Queens Park	2	2		Y	10
Queensbury	4	1		Y	6
Queensway	1	1		N	0
Ravenscourt Park	2	1		Y	12
Rayners Lane	5	2		Y	30
Redbridge	4	2		Y	10
Regent's Park	1	2		N	0
Rickmansworth	7	1		Y	15
Roding Valley	4	1		N	0
Royal Oak	2	0		N	0
Ruislip	5	1		N	0
Ruislip Gardens	5	1		N	0
Ruislip Manor	5	1		Y	30
Russell Square	1	0		N	0
Seven Sisters	3	2		Y	15
Shepherd's Bush (C)	2	2		Y	6
Shepherd's Bush Mkt	2	0		N	0
Sloane Square	1	2		N	0
Snaresbrook	4	1		Y	15
South Ealing	3	2		N	0
South Harrow	5	2		Y	50
South Kensington	1	2		Y	15
South Kenton	4	2		Y	10
South Ruislip	5	2		Y	16
South Wimbledon	3	2		Y	12
South Woodford	4	2		Y	15



Station Name	Zone	No of Collectors	Restrictions	Carol Singing?	Performers
Southfields	3	1		Y	20
Southgate	4	2		Y	6
Southwark	1	3		Y	24
St James's Park	1	3		N	0
St John's Wood	2	2		Y	10
St Paul's	1	2		Y	6
Stamford Brook	2	1		N	0
Stanmore	5	1		Y	6
Stepney Green	2	2		Y	3
Stockwell	2	2		Y	10
Stonebridge Park	3	2		Y	10
Stratford	3	5		Y	10
Sudbury Hill	4	2		Y	30
Sudbury Town	4	3		Y	50
Swiss Cottage	2	2		Y	10
Temple	1	2		N	0
Theydon Bois	6	1		Y	15
Tooting Bec	3	2		Y	12
Tooting Broadway	3	2		Y	12
Tottenham Court Rd	1	2		N	0
Tottenham Hale	3	2		Y	10
Totteridge & Whetstone	4	1		N	0
Tower Hill	1	2		Y	3
Tufnell Park	2	0		N	0
Turnham Green	2	1		N	0
Turnpike Lane	3	2		Y	10
Upminster Bridge	6	1		Y	10
Upney	4	1		Y	10
Upton Park	3	1		N	0
Uxbridge	6	2		Y	40
Vauxhall	1	2		Y	10
Victoria	1	2		N	0
Walthamstow Central	3	2		N	0
Wanstead	4	2		Y	10
Warren Street	1	2		Y	4
Warwick Avenue	2	2		N	0
Waterloo	1	4		Y	20
Watford	7	1		Y	15
Wembley Central	4	2		Y	10
Wembley Park	4	2		Y	6
West Acton	3	2		N	0
West Brompton	2	1		Y	20



Station Name	Zone	No of Collectors	Restrictions	Carol Singing?	Performers
West Finchley	4	1		N	0
West Ham	3	2		Y	5
West Hampstead	2	2		N	0
West Harrow	5	1		N	0
West Kensington	2	1		N	0
West Ruislip	6	2		Y	16
Westbourne Park	2	0		N	0
Westminster	1	3		Y	15
White City	2	2		Y	12
Whitechapel	2	2		Y	3
Willesden Green	2	2		Y	8
Wimbledon Park	3	1		N	0
Wood Green	3	2		N	0
Wood Lane	2	0		N	0
Woodford	4	2		Y	15
Woodside Park	4	2		Y	10

Key	Overview
No of Collectors	Maximum number of collectors permitted to be on station premises at once. Collectors may be rotated throughout the day but must never exceed allowance.
Restrictions	Any allocation restrictions which may apply to allocation of station permissions
Carol Singing	Does the station permit "Festive" carolling during December.
Performers	Number of carollers permitted to sing during station allocation.



Appendix II: Reporting Results and TFL Charities Resolutions

As part of fundraising on the Underground, we require all coordinators to supply results outcomes following the conclusion of events on TFL premises. Our consideration of future applications for collections is based on the compliance with our reporting requirements.

Following a collection, results should be provided within 30 days of the occurring event. Failure to do so will result in a reduction of fundraising considerations without exception. The status of an application must be in compliance by the closing date for the monthly request in line with the "Application Schedule"

Inset of Criteria:

Status	Handling of Application
Collections outstanding past 30 days	Account will be suspended and no further collections booked until accounts reconcilled.



Document Ownership:

The document herein has been written and produced with consultation of the FRSB and BTP.

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