

Guidance for the Square in Shrewsbury – 2023

If you are planning to trade, collect money or fundraise for a charity, or distribute information or leaflets in the Square, Shrewsbury it is possible that there are permissions you require before doing so. Before applying for any of the following licenses/permits you should first speak with the Square Administrator and book the use of the land. Licenses/permits will not be issued for the Square without evidence of permission to use the land for that purpose.

Please read the following information carefully to determine if there are any permissions you need to apply for:

Street Collections

If you are intending to hold a Street Collection i.e. collect money or sell articles for the benefit of charitable or other purposes, a **Street Collection Permit** will need to be obtained from the Licensing Team. Street Collection includes activities such as bucket collections and table top sales where goods are exchanged for a donation. There is no fee for a Street Collection application but permits are issued on a first come first served basis and only one collection per day will be permitted in the Square.

Further information and the application form can be found on the Council's website via the following link: <https://shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/street-collection-licence/>

Street Trading

Street trading is the selling or exposing or offering for sale of any article (including a living thing) in a street. For the purposes of Street Trading, the Square is a licensed street and anybody wishing to trade in the Square, who is not part of an organised market, must apply to Shropshire Council's Licensing Team for a Street Trading Licence. Street Trading includes the sale of services; such as television or mobile phone services. There is a fee for issuing a Street Trading Licence. Further information and the application form can be found on the Council's website via the following link:

<http://shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/street-licences-from-april-2018/>

Raffles/Lotteries/Tombola

If you are intending to sell lottery/raffle/tombola tickets in the Square you may require a Small Society Lottery Registration. There is a fee for issuing a Street Trading Licence. Further information and the application form can be found on the Council's website via the following link: <https://shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/small-society-lottery-registration/>

Distribution of Free Printed Matter

If you are intending to distribute leaflets, flyers or other printed material in the Square you may require a Distribution of Free Printed Matter permit. There is an exemption to this for anyone distributing material for or on behalf of a charity, for political purposes or for the purposes of a religion or belief.

There is a fee for issuing a Distribution of Free Printed Matter permit Further information and the application form can be found on the Council's website via the following link:<https://shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/distribution-of-free-printed-matter/>

If you intend to carry out more than one of the above activities at any one time you will require the appropriate licence/registration/permit for each of the activities.

If you intend to sell or give away food please contact Shropshire Council's Food Safety Team to discuss any further requirements on 0345 678 9000 or food@shropshire.gov.uk

Contact details

Square Administration
Museum Service Team
Shropshire Council
Shrewsbury Museum and Art Gallery
The Square
Shrewsbury
SY1 1LH

Email:
MuseumBookings@shropshire.gov.uk
Telephone: 01743 258885

Licensing Team
Shropshire Council
Shirehall
Shrewsbury
SY2 6ND

Email: Licensing@shropshire.gov.uk
Telephone: 03456789026