

Important information

Please remember, any fundraising activity you undertake must be **legal and safe** for you and your supporters. Here are some pointers.

It is illegal to collect money from door to door. If you are **carrying out a collection in public** you will need a licence from your local authority and collectors must be aged 16 or over. Please contact us first to gain further guidance and authorisation.

Please also contact us before taking part in any fundraising with **collection tins**.

Raffles and lotteries have complex regulations, some requiring licences. For further advice, take a look at the Gambling Commission's guidelines at: **[gamblingcommission.gov.uk](https://www.gamblingcommission.gov.uk)**

As you might expect, there are many regulations governing **food and drink**, which you must comply with. We recommend that you contact the Environmental Health Services department at your local council to discuss your plans as they can provide specific advice on the relevant food safety legislation. For example, everyone involved in the preparation and serving of food to the public must have a basic understanding of food hygiene.

If you plan to sell **alcohol**, you need to have a liquor licence. You can get this from your local authority.

If you are planning to have some form of **entertainment** (this means two or more people performing or dancing) you will need to obtain a public entertainment licence from your local authority, unless the venue already has one.

Always think about...

- ▶ Safety — both yours and other people's
- ▶ Whether you need insurance or a licence

If you are in any doubt about the legal implications of anything you are proposing to do, please check with us and we'll advise you.