

Keeping It Legal

Charity fundraising is regulated by law, and after all of your hard work, we want to help you make sure your event is a success. Here are a few key tips but if you have any questions or would like advice on the [Fundraising Regulator](#), please get in touch.

Licences

You may require a license for:

- alcohol or entertainment, including recorded music
- holding a raffle, lottery or auction
- doing a public money collection
- putting up banners or signs in public areas.

You will need to check with your local council for further information.

Public collections

Collecting money in a public place of any kind requires permission from your local council:

<https://www.durham.gov.uk/article/2131/Street-collection-permit>

If you're fundraising on private property, make sure to ask the owner's permission first.

Insurance

If your event involves the public, you will need to have Public Liability Insurance. Please check what public liability insurance the venue has in place before your event. Unfortunately, Willow Burn cannot accept liability for a fundraising activity or event you undertake in support of us.



Registered with
**FUNDRAISING
REGULATOR**

Money

Advice for handling and counting money at fundraising events:

- where possible have two people present
- when money is being counted collect cash using a secure container e.g. a sealed container for a collection or a secure cash box for change
- bank the money collected as soon as possible.

Food

Contact the Food Standards Agency (www.food.gov.uk) for guidelines about food hygiene.

Raffles and Lotteries

The most straightforward way to host a raffle is to make sure:

- all tickets cost the same amount
- sale and draw of tickets happens on the same day/night – you'll need a licence from your local council if tickets are sold in advance.
- If you plan to run your lottery over a longer period of time or sell tickets at more than one venue, you will need to purchase a local lottery license from your council. For advice on raffles and lotteries, please visit:

<https://www.durham.gov.uk/article/2115/Gambling-licences>