



Sarah Matheson Trust for  
Multiple System Atrophy

## Summary of legal guidelines on fundraising events

While we welcome all your efforts to raise funds on behalf of the SMT here are some brief guidelines on keeping the event on the right side of the law! In general – if you are unsure of the legalities for your particular event check with your Local Authority who should be able to advise you.

- **Collections**

To collect money from the general public in a public place you will need a valid licence from your local authority. Regulations will vary depending on where you live and where/how you intend to collect (e.g. carol singing, street collection). If you are collecting on private premises with permission (e.g. a supermarket) you may not need a licence providing you remain within the store and not public property (on the pavement outside).

- **Lotteries and Raffles**

In a **Lottery** tickets are sold in the hope of winning a monetary prize. In a **Competition** a tie-breaker or similar element of skill is introduced to enhance your chances of winning a prize. **Raffles** fall into three categories and have different regulations attached. A **Private raffle** will not require a licence but is restricted to a single place (e.g. school, office, club) and its occupants (e.g. pupils, staff, members) – the draw must take place on the same day in the place the tickets were sold. If a **Small raffle** is part of a larger event, and tickets only sold on the day, then a licence should not be required providing the value of prizes is less than £250 and there are no cash prizes. However, if a raffle is to be open to the general public with tickets advertised and on sale over a period of time then this becomes a **Public raffle** and must be registered with your Local Authority. A Public raffle requires a promoter to take full legal responsibility for the raffle and its proper conduct.

- **Licences**

If you are holding an event that involves performing or dancing then you may need to apply to your local authority 3 months in advance unless the venue is licensed. If you intend to sell alcohol at the event (e.g. run a bar) then you will need to apply for a Licence from your local Magistrates Court, unless the venue is already licensed for this use.