

Keeping it legal

Charity fundraising is regulated by law. You as a fundraiser and Henshaws can be fined for non compliance with legal regulations. By following the procedures below, you can make sure your fundraising is legal.

Let us know!

If you're organising an event, please tell us about it. We can help you keep things legal and help you promote your event.

Collections

You need a permit to collect money in a public place. To collect in the street, you need a licence from the local council. If you would like to collect on private property, like a shopping centre just ask their management. You need to apply well in advance - collections are very popular!

We recommend that you contact your local Henshaws office before applying for any collections. Door-to-door collections are illegal without a licence.

Alcohol

If you have alcohol at your event you need a licence. You can avoid this issue by either asking a local pub to host a bar or by holding your event on licensed premises. You need to issue a temporary event notice to the Local District Borough Unitary Council.

Food

It doesn't matter whether your selling food or giving it out for free at your event - food safety laws apply. You must be aware of these and follow food hygiene procedures. Contact your local authority's environmental health department for more information.

Henshaws branding

Henshaws Registered Charity Number: 221888 - must appear on any posters or leaflets that invite people to participate or help. Contact your local fundraising office for a copy of Henshaws logo.

Insurance

If you organise an event that involves the public in any way, you will need to ensure you have public liability insurance. Your company policy may cover you for such activities. Call Henshaws if you need support with this.

Lotteries and raffles

Lotteries are arrangements where people pay to participate for the chance of winning a prize. A raffle is just another word for lottery. When an element of skill is introduced then it becomes a competition and has fewer restrictions. There are two types of lottery that you can organise to fundraise for Henshaws.

Incidental non-commercial lotteries

Basically, this is a raffle - but only when the raffle is part of a larger event, not the main focus.

A licence is not needed for this as long as there are no cash prizes and you sell tickets and announce the results during the event. You can't spend more than £500 on buying prizes - but there is no limit on the value of donated prizes.

Society Lotteries

If you hold a larger raffle where tickets are sold before the draw, the raffle must be registered with the local authority. A named promoter should be nominated to take responsibility for the raffle. If you sell more than £20,000 worth of tickets you must register with the Gaming Board.

As lotteries are governed by many rules we recommend you speak to your local Henshaws office before organising one.