

Information Sheet No.12

Licensing requirements for fundraising

The activities of most P&C associations include fundraising to a greater or lesser degree. The enthusiasm for and the success of fundraising occasions vary from one school to another and from year to year. Some fundraising activities are important social events in the school calendar.

Many P&Cs would like to know the perfect fundraising event or, at least a number of reliable ones which their community can successfully organise. Fetes or garage sales, bush dances or quiz nights, cake stalls or raffles are among the most popular. Some of these require licences and you should comply with these requirements to avoid embarrassment.

Raffles

Organisations wishing to conduct a lottery (includes raffles, silver circles, etc) should refer to the website: <http://www.gamblingandracing.act.gov.au/Gambling/Lotteries.htm>.

A private lottery where participation is restricted to members of the same association does not require a permit or approval. If a raffle is advertised, then an approval is required and an application form must be lodged.

The Commission does not provide a counter services so you need to contact them via phone or email. Enquiries should be directed to the Lotteries Officer on 6207 0359 or by emailing grc@act.gov.au General and specific requirements are also available on the above website.

Cake/ Food Stalls

Guidelines for operating temporary food premises can be obtained from the Health Promotion Service in Weston Creek by phoning 62051700 or by faxing 62051705. P&Cs that set up such stalls are required to comply with ACT Food Safety Standards.

Liquor Permits

A liquor permit is required if alcohol is being sold at a function conducted by the P&C association. It may be obtained from the Department of Fair Trading at 255 Canberra Ave Fyshwick or online at <http://www.fairtrading.act.gov.au/index.htm>. The general office number for enquiries is 6207 0400. The cost of the permit depends on the purchasing price of the alcohol on sale but ranges for \$36.00 - \$118.00.

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Raffles

Organisations wishing to conduct a lottery (includes raffles, silver circles, etc) should refer to the website: www.gamblingandracing.act.gov.au or contact the ACT Gambling and Racing Commission at PO Box 214, Civic Square 2608 or visit Eclipse House (Level 5), 197 London Circuit.

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Licensing requirements for fundraising (continued)

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Enquiries should be directed to the Lotteries Officer on 62070361 or by emailing gaming.operations@act.gov.au General and specific requirements are also available on the above website.

Cake/ Food Stalls

Guidelines for operating temporary food premises can be obtained from the Health Promotion Service in Weston Creek by phoning 62051700 or by faxing 62051705. P&Cs that set up such stalls are required to comply with ACT Food Safety Standards.

Liquor Permits

A liquor permit is required if alcohol is being sold at a function conducted by the P&C association. It may be obtained from the Liquor Licensing Board located on the second floor of GIO House in Canberra City. The telephone number is 6207 0562. The cost of the permit depends on the purchasing price of the alcohol on sale. ★