



## Planning an Event or Fundraiser

*Here are some things to consider*

Considering organising a fundraiser or an event? Depending on what you are proposing there may be various types of licences and/or permits that may be required to obtain before your event takes place.

### Having alcohol at an event ...

You will need to apply for a special licence for your event if you are going to either:

- selling alcohol at an event; or
- charging an entry fee, selling tickets or collecting donations at an event where alcohol is supplied for free.

Events include:

- sporting events
- concerts
- farmers' markets
- private social gatherings (e.g. birthdays, weddings).

Applications for a special licence must be received 20 working days before your event.

### Food for fundraising and community events

If you're selling food to raise funds, or for charity, it must be "safe and suitable". That means it must be safe to eat – no one should get sick from eating your food.

What else you have to do to comply with the Food Act 2014 depends on the circumstances.

You don't have to register under the Act if you're selling food:

- to raise funds for a charity, cultural or community group less than 20 times a year
- provided by members of sports clubs, social clubs or marae – where food is not the purpose of the event
- once in a calendar year at an event such as a local fair.

However, you will have to register under the Act if you're:

- fundraising more than 20 times a year
- catering events at clubs, or selling food at club bars or restaurants
- bartering or exchanging food commercially
- selling food commercially at fairs, markets, or community events more than once a year.

### Selling food at fairs, markets and occasional events

If food is sold more than once in a calendar year that is not for fundraising purposes, the activity is subject to registration under food safety legislation. You must sell safe and suitable food.

If you sell food at a single one-off event only once in a calendar year, your only requirement is to ensure you make safe and suitable food.

If you sell food at markets or events more than once a year, there are some other steps you need to take, and you're likely to need to register as a food business. Use the [Where Do I Fit?](#) tool to find out how the Food Act 2014 applies to you.

## Raffle tickets

There are a number of gambling activities that societies (and in very limited circumstances individuals) can run. These include house, instant games, game of chance, lottery and prize competitions.

If you want to run one of these you need to follow the relevant game rules for the type of activity you are proposing. In some cases a licence may be required from the Department of Internal Affairs.

You also need to be aware that it is illegal to offer the following as prizes:

- A firearm, explosive (including ammunition), restricted weapon, or airgun
- Liquor
- Tobacco products
- A taonga tuturu (an object more than 50 years old that relates to Māori culture, history or society, and was manufactured, modified, used, or brought into New Zealand by Māori)
- Vouchers or entitlements to commercial sexual services
- Vouchers or entitlements to any of the other property listed above.

You can obtain further information regarding the above from the [Department of Internal Affairs](#) or [NZ Police](#) websites.

Council does not issue permits or licences for gambling.

## Amusement Devices

An amusement ride is any mechanically powered unit (e.g. merry-go-round, mini jeeps etc.) that are used for rider enjoyment. If you are having something like this then you will need an amusement device permit from Council. This does not include bouncy castles or inflatable slides.

## Other permits or licences

Depending on what you are doing there could be other permits or licences that you may require such as a mobile traders licence, trading in public places licence etc. You are advised to contact your local council to enquire.

## Contact your local Council

Gore District Council

☎ 03 209 0330

Email [info@goredc.govt.nz](mailto:info@goredc.govt.nz)

Invercargill City Council

☎ 03 211 1777

Email [service@icc.govt.nz](mailto:service@icc.govt.nz)

Southland District Council

☎ 0800 732 732

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