

## LICENCE AND PERMITS GUIDELINE

Licences and permits either:

- give your club approval to do an activity, or
- help protect your club, volunteers and employees

This is a guide and not intended to be a complete list of all licences and permits that your club may require. As laws are different in each state and territory, please check your state, territory and local government requirements for further details.

### ACTIVITIES

Permits or licenses are generally required for the following activities<sup>1</sup>:

- serving food to the public
- serving alcohol to the public
- holding an event on council or other public land
- setting up a temporary structure or using a venue for a purpose it is not designed for
- playing live or recorded music
- displaying signs and banners
- using gas cylinders to cook or for other purposes
- using an open flame
- using fireworks
- using the footpath or closing a road

**Find information about licences you may need for your club by doing a guided search on the Australian Business Licence and Information Services ([ABLIS](#))**

**Further details about laws regulating the fundraising activities of not-for-profit organisations can be found on the [ATO website](#)**

### FUNDRAISING

Each state and territory regulate fundraising in different ways. Check with your state and territory regulators to determine if you need to obtain authority to fundraise, particularly if you intend to run raffles. There are laws that regulate raffles, bingo and gaming. For a small raffle, you may not need a license, but you usually need to conduct record keeping.