

Are you on top of the latest rules?

Premises, food, coffee, music, tobacco and alcoholic beverages are among the many services governed by various laws and regulations. Working, or assuming responsibility, for an association requires you to keep track of all kinds of matters. The information that we have put together is important for you to know.

Hold on to this brochure and you will always know where to turn if your association makes changes or has unanswered questions.

Vision 2035

FAITH IN THE FUTURE OF A BOLD AND DIVERSE MUNICIPALITY

By 2035, Norrköping and its 175,000 inhabitants will be an environmental leader. Children and young people look forward to a bright tomorrow. With its combination of breadth and depth, an innovative setting stimulates entrepreneurship and the private sector, attracting enthusiastic students and skilled professionals. In other words, both industry and the university are at the head of their class.

Our focus is on quality of life based on first-hand experience and meaningful settings. Our cultural offering is in the vanguard and we are the musical capital of Sweden.

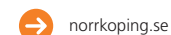
While maintaining respect for the spirit of the city, we rely on courage and creativity to ensure an atmosphere of diversity and tolerance.



Have you assumed responsibility for an association?

OFFICE OF BUILDINGS AND THE ENVIRONMENT

Address: Trädgårdsgatan 21,
601 81 Norrköping
Phone: 011-15 14 54
byggomiljokontoret@norrkoping.se



Premises

A room, apartment or building may be most suitable for the activities of your association.

The group has major responsibility for those who come to visit. Make sure that they are not exposed to any unnecessary health hazards. Your members and neighbours are also regarded as visitors. See to it that

- the premises are appropriate for your activities
- you are not disturbing neighbours or others in the vicinity
- the ventilation system has been approved
- nobody smokes indoors; smoking in public places is against the law
- music is not played loudly enough to cause potential hearing damage

Remodelling

Are you planning to enlarge or remodel your premises? You need to notify the authorities and possibly apply for a permit.

Things to keep in mind

As the person responsible for an association, you must also follow the laws and regulations of other authorities, including:

- Swedish Tax Agency
- Rescue Service
- Police Authority
- Norrköping Vatten och Avfall AB



Food, alcoholic beverages, tobacco and lotteries

Food

Notify us if your association handles, stores or sells food. Following are typical food products:

- sandwiches, buns and cakes
- hot dogs and hamburgers
- other hot or cold food
- dietary supplements

Alcoholic beverages

Your association will need a licence if it plans to serve or sell alcoholic beverages. Such services for private gatherings also count.

Tobacco and medium strength beer

Notify us if you sell tobacco or medium strength beer.

Lotteries

You may be required to notify us if you arrange lotteries or other gambling activities.

Notification

Notify or apply to the Office of Buildings and the Environment if your association engages in one or more of the following activities:

- Planning to remodel
- Handling food
- Selling or serving alcoholic beverages
- Selling tobacco or medium strength beer
- Selling lottery tickets

You may notify us at www.minasidor.norrkoping.se. The forms and online services are available here for your use. To log into My Pages, use your personal electronic authorization.

Visiting you

One of our responsibilities is paying visits to associations. If somebody files a complaint about your group, we may come to see you. The association can be charged for the visit. If we discover a problem, an additional fee may be required.

Do you have any questions?

Feel free to contact us at
Office of Buildings and the Environment
byggomiljokontoret@norrkoping.se or call
011-15 14 54.

Telephone hours:

- Monday-Thursday, 1-4 pm
- Friday, 1-3 pm

Find out more about us at www.norrkoping.se
Download this brochure in English or Arabic