

**APPLICATION FORM FOR RENEWAL OF
REGISTRATION OF NON-COMMERCIAL SOCIETY
GAMBLING ACT 2005 (LOTTERIES)**



Current Registration Number	LN/
Surname	Mr/ Mrs/ Miss (please delete as applicable)
First Names (in full)	
Full Home Address (including postcode)	
Telephone number	
Date of Birth (if over 16 state 'over 16')	

Name and address of the non-commercial society which is to benefit from the proceeds of the lottery	
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Fees for 2011-2012	£
Lottery Registration Renewal	20.00

The completed form and fee should be submitted to the Licensing Section at Time Square, Market Street, Bracknell, RG12 1JD. Payment can be made in the following ways:

- By Cash or Cheque (made payable to Bracknell Forest Borough Council) at Time Square
- By Credit/ Debit Card at Time Square or over the phone on 01344 352000
- Online at www.bracknell-forest.gov.uk

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked. Information provided on application forms will only be disclosed to other agencies, for example Police, where there is a legal requirement to do so, for the investigation of an offence. NB This application form is open to inspection by the public.

Declaration:

I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions placed on the licence should it be granted.

Signature

Print Name

Date signed

GUIDANCE ON GAMBLING ACT 2005 - SMALL SOCIETY LOTTERIES

What are small society lotteries?

A lottery is a sweepstake, draw or raffle run by a non-commercial society, i.e. the society must be established and conducted:

- for charitable purposes,
- for the purpose of enabling participation in, or of supporting, sport, athletics, or a cultural activity; or
- for any other non-commercial purpose other than that of private gain

General rules for small society lotteries

Societies which run small society lotteries must be registered by the local authority for the area where their principal office is located. Registrations run for an unlimited period, unless the registration is cancelled. An annual fee is required to renew the registration.

The total value of tickets to be put on sale per single lottery must be £20,000 or less, and the aggregate value of tickets to be put on sale for all lotteries in a calendar year must not exceed £250,000. No single prize may be worth more than £25,000. Prizes can be cash or non-monetary.

Every ticket in the lottery must cost the same and the fee must be paid to the society before entry into the draw is allowed. Tickets can not be sold in a street but they may be sold from a kiosk or door-to-door. Tickets may be sold by an automated process. The minimum age for participation in a lottery is 16 years old.

All tickets must state:

- the name of the society on whose behalf the lottery is being promoted
- the price of the ticket
- the address of the society
- the date of the draw, or the means by which the date will be determined

Societies must submit a statement for each lottery which shows:

- date on which tickets were available for sale
- date of draw
- value of prizes
- total proceeds of lottery
- amount deducted for prizes and costs organising lottery, which should be no more than 80% of the proceeds (donated prizes do not count as part of the 80% but should still be declared)
- amount applied directly to the purpose for which the society is conducted, which should be at least 20% of the proceeds
- if any expenses were not paid from the proceeds, the amount of expenses and the source from which they were paid

This statement must be submitted within three months of the draw taking place. It must be signed by two members of the society appointed in writing for that purpose by the society's governing body and accompanied by a copy of that appointment.

Lottery operators should maintain written records of any unsold and returned tickets for a period of one year from the date of the draw.