

# APPLICATION FORM FOR REGISTRATION OF NON-COMMERCIAL SOCIETY (Small Society Lottery)

If you are completing this form by hand, please write legibly in block capitals using ink.

To:

Middlesbrough Council  
Culture, Communities and Communications –  
Licensing  
PO Box 504  
Civic Centre  
Middlesbrough  
TS1 9FY



## SECTION A – Details of society applying for registration

1. Name of society
2. Address (including postcode) of office or head office of society
3. Telephone number of society
4. Please state the purpose(s) for which the society is established and conducted
5. If the society is a registered charity, please give the society's unique charity registration number
6. Has the society held an operating licence under the Gambling Act 2005 in the period of five years ending with the date of this application? Yes  No
7. If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application? Yes  No
8. If the answer to question 7 is 'Yes', please state the reasons for revocation and enclose a copy of the notice of revocation if one is available

9. Has the society applied for and been refused an operating licence in the period of five years ending with the date of this application? Yes  No

**SECTION B – General information about person applying on behalf of society**

10. Name

11. Capacity

12. Address (including postcode)

13. Daytime telephone number

**SECTION C – Contact details for correspondence associated with this application**

14. Please tick one box as appropriate to indicate address for correspondence in relation to this application:

Address in section A

Address in section B

Address below

Address (including postcode)

Telephone number

Email address (if the applicant is happy for correspondence in relation to this application to be sent via e-mail)

**SECTION D – Declaration**

15. Please complete the following declaration and checklist:

I *[Full Name]*

a. make this application on behalf of the society referred to in Section A and have authority to act on behalf of that society.

b. enclose payment of the registration fee of £40.

**c. confirm that, to the best of my knowledge, the information contained in this application is**

<p><b>true. I understand that it is an offence under section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application.</b></p>
<p>Signature</p>
<p>Date</p> <p>Capacity</p> <p><b>Note to societies applying for registration:</b></p> <p><b>The application will be refused if in the period of five years ending with the date of the application:</b></p> <p><b>(a) an operating licence held by the society has been revoked under section 119(1) of the Gambling Act 2005, or</b></p> <p><b>(b) an application for an operating licence made by the society has been refused.</b></p> <p><b>The application may be refused if the local authority think that:</b></p> <p><b>(a) the society is not a non-commercial society,</b></p> <p><b>(b) a person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence, or</b></p> <p><b>(c) information provided in or with the application is false or misleading.</b></p>

### **Small Society Lotteries (Registration of Non-Commercial Societies)**

**Small Society lotteries (or raffles) can only be run for good causes** and are lotteries promoted for the benefit of a non-commercial society. Such societies are organisations that have distinct aims and objectives and meet the definition of a non-commercial society set out in the Act.

A society is non-commercial if it is established and conducted:

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

Societies that run small society lotteries, must ensure that:

- The proceeds do not exceed £20,000 for a single draw
- The society's aggregate proceeds from lotteries do not exceed £250,000 a year (if they do a licence is required from the Gambling Commission)
- Must be registered with the local authority in the area where the principal office of the society is located.

#### **Registration with the Local Authority**

- Complete the attached application form
- Pay the registration fee - £40
- For continued registration an annual fee of £20 is required. Failure to pay this fee will result in the cancellation of the registration.

**Proceeds and other monetary limits** - A society must apply a minimum of 20% of the gross proceeds of each lottery directly to the purposes of the society. Up to a maximum of 80% of the gross proceeds of each lottery may be divided between prizes and the expenses of the lottery.

The maximum prize in a single lottery is £25,000.

Rollovers are permitted provided the maximum single prize limit is not breached.

**Tickets** - Every ticket in the lottery must be the same price and the cost of purchased tickets must be paid to the society before entry into the draw is allowed. There is no maximum price of a lottery ticket.

All tickets must state:

- the name of the society on whose behalf the lottery is being promoted
- the price of the ticket
- the name and address of the member of the society responsible for the promotion of the lottery.
- the date of the draw, or the means by which the date may be determined

Lottery tickets must not be sold to, or by, those under the age of 16.

**Lottery submissions** - Every society registered with a local authority to run small society lotteries must submit a statement providing the following information:

- the date on which tickets were available for sale or supply and the date of the draw
- the total proceeds of the lottery (remote and non-remote)
- the amounts deducted by promoters of the lottery in providing prizes, including rollovers
- the amounts deducted by the promoters of the lottery in respect of costs incurred in organising the lottery
- the amount applied directly to the purpose for which the promoting society is conducted or for which the local authority has power to incur expenditure (at least 20% of the gross proceeds)
- whether any expenses incurred in connection with the lottery were not paid for by deduction from the proceeds, and, if so, the amount of expenses and the sources from which they were paid.

The statement must be sent to the local authority within three months beginning on the day the draw (or last draw) in the lottery took 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.

You will be sent pro-forma statements with your registration.

A society commits an offence if it fails to comply with this requirement.

**Social responsibility** - Lotteries are a form of gambling and as such societies are required to ensure that children and other vulnerable people are not exploited by their lottery.

The minimum age for participation in a society lottery is 16 years of age. A person commits an offence if they invite or allow a child to enter such a lottery. Licensed societies running lotteries must have written policies and procedures in place to help prevent and deal with cases of under-age play.

Licence holders must take all reasonable steps to ensure that information about how to gamble responsibly and how to access information and help in respect of problem gambling is readily available.

Further information about social responsibility requirements is contained in the Commission's *Licence Conditions and Codes of Practice*.