

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



SECTION A – Details of society applying for registration	
Name of Society	
Address of office of Society (must be within Bracknell Forest) (including postcode)	
Email address of society	
Telephone number of society	
Please state the purpose(s) for which the society is established and conducted	
If the society is a registered charity, please give the society's unique charity registration number	
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
If the answer to the above is YES, has the operating licence been revoked in the period of five years ending with the date of this application?	Yes / No
If the answer to the above is YES, please state the reasons for revocation and enclose a copy of the notice of revocation if one is available	
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	
Surname	Mr/ Mrs/ Miss (please delete as applicable)
First Names (in full)	
Capacity (position in society)	

Full Home Address (including postcode)	
Telephone number	

SECTION C – Contact details for correspondence associated with this application					
Please tick one box as appropriate to indicate address for correspondence in relation to this application:					
Address in Section A	<input type="checkbox"/>	Address in Section B	<input type="checkbox"/>	Address below	<input type="checkbox"/>
Address (including postcode)					
Telephone number					
Email address (if the applicant is happy for correspondence in relation to this application to be sent via email)					

SECTION D – Declaration
Please complete the following declaration and checklist:
<p>I [full name]</p> <p>(a) make this application on behalf of the society referred to in Section A and have authority to act on behalf of that society;</p> <p>(b) enclose payment of the registration fee of £40;</p> <p>(c) confirm that, to the best of my knowledge, the information contained in this application is 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.</p> <p>Signature</p> <p>Date</p> <p>Capacity</p>

Fees for 2014-2015	£
Lottery Registration	40.00

NOTE TO SOCIETIES APPLYING FOR REGISTRATION

The application will be refused if in the period of five years ending with the date of the application:

- (a) an operating licence held by the society has been revoked under section 119(1) of the Gambling Act 2005, or
- (b) an application for an operating licence made by the society has been refused.

The application may be refused if the local authority think that:

- (a) the society is not a non-commercial society,
- (b) a person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence, or
- (c) information provided in or with the application is false or misleading.

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.

Further information about lotteries and the Gambling Act 2005 can be found on the Gambling Commission's website at <http://www.gamblingcommission.gov.uk>

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.