



Small Society Lottery Registrations

This form may be used by non-commercial societies (societies established and conducted for charitable purposes, or to enable participation in sports or cultural activities, or for any other non-commercial purpose other than private gain) wishing to promote small scale lotteries (maximum proceeds of £20,000 per draw and £250,000 per annum –other limits and restrictions also apply).

Please refer to the guidance notes at the back of this form before completing.

This form is prescribed by regulation 3(1)(a) of the Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007

APPLICATION FORM FOR REGISTRATION OF NON-COMMERCIAL SOCIETY

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

To: Licensing, Dacorum Borough Council
The Forum, Marlowes, Hemel Hempstead, Herts, HP1 1DN

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 If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application?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 email)
.....

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 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.**

Signature

Date

Capacity

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.**

Guidance notes

1. This form is to be used for the registration of a non-commercial society, wishing to promote small lotteries for a purpose of that society, in accordance with Schedule 11, Parts 4 and 5 of the Gambling Act 2005.
2. Applications for small society lottery registrations may be accepted by Dacorum Borough Council from societies whose principal premises lie within the Borough. If the principal premises lie outside the Borough, then the society should be registered with the appropriate local authority for that area.
3. A registration is of unlimited duration, and will cease to have effect only if cancelled by the society or revoked by the licensing authority.
4. The fee for a new registration is £40.00. Please make cheques payable to 'Dacorum Borough Council'.
5. An annual fee of £20.00 is payable to the licensing authority to maintain the registration. The fee must be paid within the 2 month period prior to each anniversary of the registration. Failure to pay the annual fee could result in the cancellation of the registration.
6. The licensing authority may ask new registrants for a copy of their terms and conditions or their constitution to establish that they are a non-commercial society. They may also require registrants to provide a declaration, stating that they represent a bona-fide non-commercial society.
7. The authority shall refuse an application for registration if any of the grounds listed at the foot of the application form are met. However, the authority may not refuse an application for registration unless they have given the applicant an opportunity to make representations, either in writing, or at a hearing.

The completed application should be sent, together with the prescribed fee and any documents required, to:

Licensing
Dacorum Borough Council
The Forum
Marlowes
Hemel Hempstead
HP1 1DN

Tel: 01442 228000

Email: licensing@dacorum.gov.uk
Web: www.dacorum.gov.uk/licensing

For enquiries relating to categories of lotteries other than Small Society Lotteries, please contact:

The Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP

Tel: 0121 230 6666

Email: info@gamblingcommission.gov.uk
Web: www.gamblingcommission.gov.uk



Small Society Lotteries – general operating guidelines

Restrictions

Only small society lotteries may be promoted by virtue of a Registration issued by the local authority. To fall within this category, a lottery:

- (a) must be promoted wholly on behalf of a non-commercial society, i.e. a society that:
 - (i) is established for charitable purposes;
 - (ii) is established to enable participation in sports, athletics or cultural activities; or
 - (iii) is established for any other non-commercial purpose, other than private gain.

- (b) must comply with the following limitations:
 - (i) the proceeds from a single lottery must not exceed £20,000; and
 - (ii) the aggregate proceeds from lotteries promoted by the society in a calendar year must not exceed £250,000;

N.B. If a lottery promoted by a society causes either of the limits set out in (b) to be breached, it will instead be classified as a LARGE SOCIETY LOTTERY, and must be notified to the Gambling Commission. After the promotion of a large society lottery, all lotteries promoted by the society within the remainder of that calendar year and during the next 3 calendar years will be similarly classified, regardless of their size, and the society will need to hold a Lottery Operating Licence, issued by the Commission.

The promoting society of a small society lottery must remain registered with a local authority throughout the period during which a lottery is promoted.

Purpose of lottery

A small society lottery may be promoted to benefit any of the purposes for which the promoting society is conducted and registered. It must be ensured that at least 20% of the proceeds of a small society lottery are applied to a purpose for which the society is conducted.

Prizes

It must not be possible for the purchaser of a ticket in a small society lottery to win by virtue of that ticket (whether in money, money's worth, or partly the one and partly the other) more than £25,000.

The arrangements for a small society lottery may include a rollover of prizes only if each other lottery which may be affected by the rollover is a small society lottery promoted by or on behalf of the same society. In any case, the maximum prize value must not exceed the limit set out above.

If it is intended to offer alcohol as a prize in a lottery, we suggest that you consult either Licensing Officers or Hertfordshire Constabulary for advice on what is permitted under licensing laws, and whether an alcohol licence will be required.

Tickets

Where a person purchases a ticket in a small society lottery, they must be given a document which states:

- (a) the identity of the promoting society,
- (b) the price of the ticket,
- (c) the name and an address of a member of the society who is organising the lottery, or if applicable, the details of the external lottery manager employed by the society, and
- (d) the draw date(s) of the lottery, or information allowing the draw date(s) to be determined.

The document may be issued electronically (e.g. by email or text message), so long as it is possible for the recipient to either retain it or print it.

Lottery tickets may only be sold and purchased by persons over the age of 16.

Ticket pricing

The price payable for each ticket in a small society lottery—

- (a) must be the same, and
- (b) must be paid to the promoter of the lottery before any person is given the ticket or any right in respect of membership of the class among whom prizes are to be allocated.

Membership of the class among whom prizes in a small society lottery are allocated may not be dependent on making any payment (apart from payment of the price of a ticket).

Filing of records (*returns forms*)

Within the period of 3 months beginning on the date of the draw (or last draw) of a lottery, the promoting society of a small society lottery must send a statement of the following matters to the local authority with which the society is registered:

- (a) details of the arrangements for the lottery (including the dates on which tickets were available for sale or supply, the dates of any draw and the arrangements for prizes (including any rollover),
- (b) the proceeds of the lottery,
- (c) the amounts deducted by the promoters of the lottery in respect of the provision of prizes,
- (d) the amounts deducted by the promoter of the lottery in respect of other costs incurred in organising the lottery,
- (e) any amount applied to a purpose for which the promoting society is conducted, and
- (f) whether any expenses in connection with the lottery were defrayed otherwise than by deduction from proceeds, and, if they were, the amount(s) and the sources from which they were defrayed.

The statement must be signed by two adult members of the society who are appointed for the purpose in writing by the society, and be accompanied by a copy of this written appointment.

A template form for this statement is available from the Council.

Statements submitted to the authority will be retained for a minimum of 18 months, and may be made available for inspection by members of the public within this timeframe.

Annual fees

Although small society lottery registrations are issued without an expiry date and therefore do not need to be periodically renewed, there is a requirement to pay an annual fee, which is due in the two months preceding the anniversary of the society's registration. The fee is currently set at £20.00 a year, and a reminder letter will usually be sent to the society's address at the appropriate time. The local authority can revoke a lottery registration if the annual fee is not paid.

Cancellation of registration

A registered society may apply in writing to the registering authority for that registration to be cancelled.

Revocation of registration

The local authority may revoke a registration if it has reason to believe that it would be obliged or permitted to refuse an application for the registration were it being made anew. The authority may revoke a registration with immediate effect, or with a winding-down period of up to 2 months. However, the authority may not revoke a society's registration unless it has given that society an opportunity to make representations, and given due consideration to any representations made by or on behalf of the society.

A society may appeal against the refusal or revocation of a registration to the local Magistrates Court within 21 days of receiving notification of the refusal or revocation.

This document provides a brief outline of the provisions of the Gambling Act 2005 in respect of small society lotteries, but is not intended to be a comprehensive interpretation of the law. It should also be taken into consideration that the Secretary of State has the power to amend parts of the legislation, such as restrictions upon prize values, or prescribe new restrictions on how small society lotteries may operate – while this document is believed to contain correct information at the time of writing, no liability is accepted for its future accuracy. We advise that anyone intending to promote a lottery of any category, including small society lotteries, should refer to the Gambling Act 2005 and the regulations made under that Act, and, if necessary, seek independent legal advice to ensure that they conform to the law before proceeding.