



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: Clerk to East Dunbartonshire Licensing Board
Broomhill Industrial Estate
Kilsyth Road
Kirkintilloch
G66 1TF

SECTION A – Details of society applying for registration

1. Name of society

2. Address (including postcode) of office or head office of society

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3. Telephone number of society

4. Please state the purpose(s) for which the society is established and conducted

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5. If the society is a registered charity, please give the society's unique charity registration number

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 If the answer to question 6 is 'Yes' has the operating licence been revoked in the period of five years ending with the date of this application?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

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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. Date of Birth Place of Birth

14. Daytime telephone number

SECTION C – Contact details for correspondence associated with this application

15. 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

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

.....

SECTION D – Declaration

16. 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.

NOTE: A COPY OF THIS APPLICATION WILL BE SENT TO POLICE SCOTLAND

FOR OFFICE USE ONLY

Date Received	Application No.	Fee	Sent	Observations Received	Granted/Rejected	Date

Guidance Notes – Small Lotteries

Lotteries are a form of gambling where participants pay for a chance to win one or more prizes and winners are selected purely by chance. Examples include raffles, sweepstakes and tombolas.

The Gambling Act 2005 provides that lotteries which meet certain criteria may be promoted without the need for a **licence**. A small society lottery is one such exempt category.

Society Requirements

In order to qualify for the exemption a 'small society lottery' must only be promoted by a society while it is **registered** with a Licensing Board. (Someone 'promotes a lottery' when they sell lottery tickets and when they make arrangements for a lottery, such as organising the printing of tickets or promotional material or by arranging for the distribution of tickets).

A Licensing Board will only register a society if it is non-commercial ie. if it is established and conducted:-

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

Lottery Requirements

To qualify as 'small' the total value of tickets put on sale in the lottery must be £20,000 or less and the aggregate value of the tickets put on sale in a calendar year by the society must be £250,000 or less. Where the total value of tickets available for a single lottery exceeds £20,000 or the aggregate value of tickets in a year exceeds £250,000 the lottery is a large society lottery and a licence will be required from the Gambling Commission. Rollovers are permitted providing these financial limits are not exceeded.

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

How to Apply

An application to register as a small society (non-commercial society) should be made on the official form. Where the principal office for the society is within the East Dunbartonshire Local Authority area the completed form should be forwarded to the Clerk to East Dunbartonshire Licensing Board, Broomhill Industrial Estate, Kilsyth Road, Kirkintilloch, G66 1TF

Fee

The form should be accompanied by the appropriate fee of £40. ***Please make cheques payable to East Dunbartonshire Council.***

To remain on the Register in subsequent years an annual fee of £20 is payable.

On receipt of your application a copy of the form will be forwarded to Police Scotland so that they may carry out checks into the suitability of the applicant to hold a registration.

Ticket Requirements

Someone buying a small society lottery ticket eg. for a raffle must receive a ticket (which may be in electronic form, provided it can be stored or printed out), which:-

- identifies the promoting Society,
- states the price (which must be the same for each ticket),
- gives the name and address of a member of the Society responsible for promoting the lottery (or an external lottery manager) and
- the date of the draw.

Tickets may be sold door to door but not on a street (unless from a kiosk). In this context "street" has a wide interpretation which includes thoroughfares in shopping malls.

Tickets may only be sold to persons who are sixteen or older.

Lottery Proceeds

At least 20% of the gross proceeds (i.e. 20% of the total sales takings) of a lottery must be applied to the purpose for which the society was established.

Records and Returns

Within 3 months of holding a draw registered Societies are required to submit a return form to the Licensing Board providing details about the proceeds and expenses of the lottery. Societies should also keep a record of any of the tickets which were **unsold** for at least a year after each draw.

Further [information about lotteries](#) is available from the Gambling Commission.

Victoria Square House, Victoria Square, Birmingham, B2 4BP,
info@gamblingcommission.gov.uk,