



Elmbridge Borough Council

... bridging the communities ...

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Gambling Act 2005 – Part 4, Schedule 11

Guidance Notes For Applicants For A Small Society Lottery Registration

What is a Small Society Lottery?

A Small Society Lottery is a lottery that is promoted on behalf of a non-commercial society (such a charity or similar non-profit making organisation) to raise funds for any of the purposes for which the society or organisation is set up.

An application to register a Small Society Lottery must be made to the council in the area where the society's principal premises is situated. It should be on the relevant application form and accompanied by any necessary documents (see the application form for details) and the appropriate fee (see separate fees document).

The requirements for small society lotteries are set out below:

Maximum Prize

The maximum prize per ticket in either money or monies worth is £25,000.

Tickets

The following information must appear on all the tickets printed for the lottery:

- The identity of the promoting society/charity etc
- The price of the ticket (all tickets must be the same price)
- The name and address of the member of the society who is designated as having responsibility for the promotion of the lottery or;
- The name and address of the external organisation that is promoting the lottery on behalf of the society
- The date of the draw

It is possible for the society to provide the lottery 'ticket' by way of an electronic document but it must be in a format whereby it can be either printed off or electronically stored by the person who bought it. All tickets must be paid for before they are despatched.

Proceeds

The proceeds of an individual small society lottery must not exceed £20,000 and the aggregate proceeds of several individual lotteries in one calendar year (Jan – Dec) must not exceed £250,000. If the proceeds are likely to exceed these amounts then a different registration/licence is required from the Gambling Commission. A minimum of 20% of the proceeds of a Small Society Lottery must be applied to a purpose for which the society is conducted.

Once an application has been received and processed we will issue a Small Society Lotteries Registration Certificate. We will also notify the Gambling Commission of the registration. The registration does not expire but it is subject to an annual fee (see separate fees document). The annual fee must be paid within two months of the anniversary of the registration. We will write to the society when the fee is due however it is always best to make a note of the date and be aware that the fee is due – if the fee is not paid within the relevant time period the registration may be cancelled.

Returns

Within three months of the last day of any lottery draw taking place, the registered society must send to the Environmental Health & Licensing Division a statement/return showing such particulars as arrangements for the lottery, the proceeds of the lottery and amounts deducted by the promoters. A separate form on which to do this is available from the Environmental Health & Licensing Division. The return must be signed by two adults who are members of the society and have been appointed in writing by the society (or its Governing Body) for that purpose. The person acting as the promoter of the lottery must also be a member of the society and must be authorised in writing by the society's Governing Body. Copies of the appointment documents must be lodged with the Environmental Health & Licensing Division. Once received the return is retained for at least 18 months and is available to be viewed by members of the public during this time.

If you would like copies of application forms please visit the Environmental Health & Licensing pages of our website at www.elmbridge.gov.uk/envhealth. Alternatively you can telephone 01372 474750.

For further information please contact:

**Licensing Officer
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