

*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:

**Depute Clerk to the Board  
Renfrewshire Council  
Renfrewshire House  
Cotton Street, Paisley PA1 1TT**

***Renfrewshire Licensing Board***



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 If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application?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

**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 .....

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

.....

**SECTION D - Declaration**

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 £40.00.

**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: For the purpose of promotion of lotteries, Section 25 of the Gambling Act 2005 defines the 'local authority' as being 'a Licensing board' in relation to applications for registration in Scotland.

**Renfrewshire Licensing Board****Gambling Act 2005****Small, Non-Commercial Society's Lottery Scheme**

*(to be used only where total annual proceeds do not exceed £250,000)*

1. Name of the Society

2. Address of the Society

3. Date on which the Society's governing body approved this scheme.

4. Date on which this modified scheme came into effect.

*(Question 4 should only be completed where a Society has altered the Scheme submitted when first registering with the Board – for example, deciding to run an additional lottery each year. It should be noted that at least 4 weeks must elapse between the Board receiving a copy of the modified scheme and that modified scheme coming into effect).*

5. The Society named above declares that the number of lotteries which it intends to promote under this scheme and during the period of the society's registration with the Board under Schedule 11 to the Gambling Act 2005 will not exceed the number stated in the box on the right in any period of 12 months.

6. The total value of tickets or chances sold in any one lottery to be promoted under the scheme shall not exceed the sum of £20,000.

7. The amount or value of the single largest prize to be awarded in any lottery to be promoted under the scheme shall not exceed £25,000.

8. The proportion of the whole proceeds of any lottery which may be appropriated for prizes and expenses combined in the lottery shall not exceed 80%.

9. A minimum of 20% of the whole proceeds of the lottery must be applied to the purposes of the Society.

10. The total value of the tickets or chances sold in all lotteries held in any one calendar year and promoted on behalf of the society shall not exceed the sum of £250,000.

See notes overleaf

## NOTE

Please attach a copy of the Lottery Scheme drawn up by the Society to this Form.

Each society must draw up a lottery scheme. That means that it must, for example:-

- Formally decide it wishes to run a lottery or lotteries and what format those lotteries will take i.e. raffles, 100 clubs, instant scratch cards
- Determine who is to be the promoter for the lottery or lotteries on behalf of the Society and procedures for formally appointing that person
- Determine when each lottery will take place in each calendar year
- Determine when tickets will be placed on sale and how much tickets will cost.
- Determine the value of prizes in each lottery
- Determine the procedures for drawing the lottery and recording details of the winners.
- Determine procedures for recording of numbers of unsold tickets, expenses paid out in promoting the lottery
- Determining the two persons to be responsible for submitting lottery returns to the Board on behalf of the society within three months of the date of each lottery and procedures for formally appointing those persons

All decisions taken regarding the promotion of the lottery should then be written down. This becomes the Lottery Scheme. It can take the format of a Minute of a Meeting of the Society held for the purpose of promotion of lotteries.

Where a society makes any changes to the procedures it has set out for lotteries or where persons appointed change, the society requires to formally amend its scheme. The society will then require to contact the Board for a Form 2 to complete and submit along with a copy of its amended scheme. This must be done at least 28 days in advance of the date from which the amendments are to take effect.

**Personal Declaration Form For Completion By A Person  
Who Is Or Will Be Connected With A Lottery Promoted On  
Behalf of A Society Registered With The Board**

*(to be used only where total proceeds do not exceed £250,000)*

**Notes:**

- i. Under Schedule 11 to the Gambling Act 2005 the Board may refuse or revoke the registration of a society lottery scheme, if any person connected with a relevant lottery has been convicted of an offence involving fraud or dishonesty, or one of a number of other specified offences. In pursuance of these provisions, the Board will seek from the Police details of any relevant convictions recorded against the person completing this declaration.
- ii. All relevant convictions should be declared on this form in full. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, spent convictions, as defined in the Rehabilitation of Offenders Act 1974 **must be disclosed**.

(1) Full Name:

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(2) Former Names:  
*(if different from 1.)*

a.	
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b.	
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(3) Full Address:

	Postcode:-

(4)  
(a) Date and place of birth:

Date:	Place:
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(b) Nationality:

(5) Have you ever been convicted of an offence?

Please tick one box

YES

NO

Note: "offence" means any offence. For ease of reference offences set out in the Lotteries and Amusements Act 1976 are set out or summarised on the attached sheet.

If the answer to question 5 is yes, please give details below:

All findings of guilt, including juvenile findings of guilt, must be declared, however long ago the offences occurred and whether or not they have previously been declared to the Board.

<i>Court and Date</i>	<i>Offence and Penalty</i>

(6) Have you any reason to believe that a prosecution against you, in connection with any offence(s) listed in question 5, might be pending?

Please tick one box

YES

NO

*If yes, please give full details below*

(7) Have you ever been associated with another Board registered society or Board registered lottery scheme?

*If yes, please give full details below, including (if known) Board Reference Number:*

(8) Are you employed by the Society as an external lottery manager

Please tick one box

YES

NO

If 'yes' please submit a copy of your Lottery Operator's Licence issued by the Gambling Commission. The Board may check the details of your licence with the Gambling Commission.

#### DECLARATION

**(You are reminded that it is an offence under Section 342 the Gambling Act 2005 for any person knowingly or recklessly to give the Board any information which is false in a material particular).**

I certify that, to the best of my knowledge and belief, the information I have given in this declaration is correct.

I declare that I am representing a bona fide, non-commercial society

<i>Signature:</i>	<i>Date:</i>
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**Date:**

Clerk to the Licensing Board  
Renfrewshire Council  
3rd Floor  
North Building  
Cotton Street  
Paisley  
PA1 1TT

Dear Sir,

**Gambling Act 2005**  
**Small Society Lotteries (Registration of Non-Commercial Societies)**  
**Regulations 2007**  
**Name of Society:**

The above-named Society has authorised the undernoted person to act as the promoter for any lotteries conducted on behalf of the Society.

Yours faithfully,

<b><u>NAME:</u></b>	<b><u>NAME:</u></b>
<b><u>SIGNATURE:</u></b>	<b><u>SIGNATURE:</u></b>
<b><u>POSITION:</u></b>	<b><u>POSITION:</u></b>

**This letter must be signed by two persons on the governing body or Committee of the Society**

**NOTE REFERRED TO:**  
**NAME OF PERSON AUTHORISED:**

**ADDRESS OF PERSON AUTHORISED:**

**CONTACT NUMBER OF PERSON AUTHORISED:**