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|  | LONDON BOROUGH OF RICHMONDRegulatory Services Partnership Environment and Regeneration  Merton Civic Centre  100 London Road  Surrey SM4 5DX |

APPLICATION FORM FOR REGISTRATION OF NON-COMMERCIAL SOCIETY (Small Society Lottery Registration) UNDER THE GAMBLING ACT 2005

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| **PLEASE READ THE FOLLOWING INFORMATION FIRST**  This form may be used by non-commercial societies (societies established and conducted for charitable purposes, or to enable participation in sports and cultural activities, or for other non commercial purposes 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).  If you are completing this form by hand, please write legibly in block capitals using link.  Please refer to the guidance notes at the back of this form before completing. |

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| **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** | **E-mail address** (optional) |

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| **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?**  **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 If the answer to question 6 is ‘Yes’, has the operating licence been revoked in the period of five years ending with the date of this application**  **8.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**  **Yes  No**  **Yes  No** |

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| **Section B – General information about persons applying on behalf of society** | |
| **10. Name** | |
| **11. Capacity** | |
| **12. Address (including postcode)** | |
| **13. Daytime telephone number** | **E-mail address** (optional) |

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| **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 in Section C** |
| **Name** | | | |
| **Address (including postcode)** | | | |
| **Daytime telephone number** | | **E-mail address** (optional) | |

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| **Section D – Declaration** | | | |
| **15. Please complete the following declaration and checklist:**  **I *[full name]***   1. **Make this application on behalf of the society referred to in Section A and have authority to act on behalf of that society** 2. **Enclose payment of the registration fee of £40.00** 3. **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, or in relation to, this application** | | | |
| **Signature:** | | **Capacity:** | |
| **Date:** |  | | **(dd/mm/yyyy)** |

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| **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.** |

**Additional Information**

**New applicants must provide a copy of the Society’s terms and conditions or their constitution to this authority. This is to determine that they are a non-commercial society.**

**Guidance notes**

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.

Applications for small society lottery registrations may be accepted by the London Borough of Wandsworth 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.

A registration is of unlimited duration, and will cease to have effect only if cancelled by the society or

revoked by the licensing authority.

An annual fee 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.

The licensing authority may require registrants to provide a declaration, stating that they represent a bona-fide non-commercial society.

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.

**Your completed application form should be sent, together with payment for the prescribed fee, to:**

🖃 **Post or email**: Send the **original completed application form** to:

London Borough of Richmond

Commercial Services (Licensing) Team

Regulatory Services Partnership

Environment & Regeneration

Merton Civic Centre

100 London Road

Surrey SM4 5DX  
email: licensing@merton.gov.uk

🕿 **Telephone**: Debit and credit card payments can be made over the telephone once we have received your application. Please give clear telephone contact details on the top of the application form or in a covering letter. We will then contact you once we have received your form. **Please note your application is not valid until payment has been made. It is your responsibility to contact us, if you have not heard from us, about the payment.**