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|  | LONDON BOROUGH OF RICHMOND Regulatory Services Partnership  Environmental & Regeneration  Merton Civic Centre  100 London Road  Morden, Surrey SM4 5DX |

RETURN RELATING TO A SMALL SOCIETY LOTTERY

GAMBLING ACT 2005 (Schedule 11, Part 4)

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| **PLEASE READ THE FOLLOWING INFORMATION FIRST**  This statement must be submitted **no later than three months** beginning on the day on which the draw (or last draw) in the lottery took place. It must be signed by two members of the Society appointed in writing for that purpose by the Society, or by its governing body if applicable, and accompanied by a copy of that appointment. **This form should be completed and sent to the above address.**  If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your record. |

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| **1. Name of Society** |
| **2. Licensing Authority Registration Number** |

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| **Section A – Details of promoter** | |
| **3. Name** | |
| **4. Address (including postcode)** | |
| **5. Daytime telephone number** | **E-mail address** (optional) |

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| **Section B – Arrangements for the lottery** | |
| **6. Dates on which tickets were available for sale or supply** | |
| **From** | **To** |
| **7. Dates of any draw** | |
| **8. Arrangements for prizes, including any rollover** | |
| **9. Details of any donated prizes** | |

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| **10. Total proceeds of the lottery** | | **£** |
| **11. Amount deducted by the promoter(s) of the lottery in respect of the PROVISION OF PRIZES (including the provision of any prizes in accordance with the rollover)** | | **£** |
| **12. Amount deducted by the promoter(s) of the lottery in respect of OTHER COSTS INCURRED IN ORGANISING THE LOTTERY** | | **£** |
| **13. Any amount applied to a purpose to which the promoting society is conducted** | | **£** |
| **14. Whether any expenses in connection with the lottery were paid otherwise than by deduction from proceeds, and if they were** | | |
| **(a) The amount of the expenses**  **£** | **(b) The sources from which they were paid** | |

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| **Section C – Declaration and signatures** | |
| **15. I HEREBY CERTIFY that I am a member of the Society and have been duly authorised in writing by the governing body of the Society to act as the Promoter of the lottery** | |
| **Signature** | **Date** |

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| **16. we, being two members of the Society and persons who are appointed in writing by the Society, or its governing body submit this return to the Licensing Authority in accordance with the provisions of Schedule 11, Part 4, paragraph 39 of the Gambling Act 2005.** | |
| **Signature 1** | **Signature 2** |
| **Print name** | **Print name** |
| **Position held** | **Position held** |
| **Date** | **Date** |
| **PLEASE NOTE THAT IT IS AN OFFENCE UNDER SECTION 342 OF THE GAMBLING ACT 2005 TO GIVE FALSE OR MISLEADING INFORMATION WITHIN THIS RETURN.** | |

For office use only

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| Return form checked by | Signature |
| Capacity | Date |

Note: Information provided in this form for is open to the public for inspection for 18 months from the date of the lottery.

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| **LONDON BOROUGH OF RICHMOND**  Regulatory Services Partnership  Environmental & Regeneration  Merton Civic Centre  100 London Road  Morden, Surrey SM4 5DX | Fill in the name and address of your organisation |
| Date: Click here to enter a date. |

Dear Sir/Madam

**Gambling Act 2005. Annual Registration of Non-Commercial Society (Small Society Lottery)**

**Letter of Appointment**

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| **Name of society** |  | **Registration No:** |  |

I am writing to confirm that the following two people are over 18 years of age and are authorised to be the two signatories on the Lottery Return submitted for the draw held on

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| **Date:** Click here to enter a date. |

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| **The first authorised signatory is**  (print name) | **The second authorised signatory is**  (print name) |
| **Whose position in the organisation is**  (insert position) | **Whose position in the organisation is**  (insert position) |

Yours faithfully

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| **Signature 1** |
| **Print name** |
| **Position held** |