

**THE ROYAL BOROUGH OF KINGSTON UPON THAMES
GAMBLING ACT 2005
APPLICATION FOR REGISTRATION OF NON-COMMERCIAL
SMALL SOCIETY LOTTERY**



An authorisation to conduct small lotteries, raffles etc. by societies raising money for charity, sports and other similar purposes, and for non-personal or non-commercial reasons.

Please complete all questions on the form. If you have nothing to record, please state 'not applicable' or 'none'. If you are completing this form by hand, please write legibly in block capitals using ink. You may wish to keep a copy of the completed form for your records.

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 If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application?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

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

Email address (if the applicant is happy for correspondence in relation to this application to be sent via email)

Section D – Declaration

15. 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, or in relation to, this application

Signature:	Capacity:
Date:	(dd/mm/yyyy)

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.

Royal Borough of Kingston upon Thames applicants:

The completed application should be sent to:-

Royal Borough of Kingston upon Thames, Licensing Team, Guildhall 2, High Street, Kingston, KT1 1EU.

Alternatively you can send a scanned PDF copy of your application to licensing@kingston.gov.uk

The following Payment Options are available:

 **Post:** Cheques or postal orders should be made payable to 'Kingston Council'

 **Telephone:** Debit and Credit Card payments can be made by ringing (020) 8547 5080

If you wish to pay in this way, give clear telephone contact details on the top of the application form or in a covering letter. Please note any statutory consultation periods will not commence until payment has been made. It is your responsibility to contact us if you have not been requested to make the payment after submitting an application in this way.

WHAT HAPPENS NEXT?

If you submit everything we need, we aim to process your licence within 28 working days. If you are unsuccessful, we will explain why or what you need to do to help us process it. The licence we issue needs to be kept.

You will find guidance notes on the last page of this document

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 Kingston Council 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 **subject to the payment of an annual fee**, and will cease to have effect only if cancelled by the society or revoked by the licensing authority.

The application form

When completing the application form, it is important that you take into account the following guidelines

Section A – Details of society applying for registration

- In this section you must complete the details, Name, Address, and Purpose of the society applying to be registered.
- You must also state whether or not the society has previously held an operating licence under the Gambling Act 2005.
- Where a question does not relate to your application, please indicate this in the appropriate place on the form.

Section B – General information about person applying on behalf of society

- In this section information is required about the person who is applying for the registration on behalf of the society, including that person's role within the society, i.e. whether they are a society secretary or chair.

Section C – Contact details for correspondence associated with this application

- In this section you are asked to specify you're preferred address for correspondence in relation to this application. All written communication in relation to this application will then be sent to the specified address.

Section D – Declaration

- In this section you are required to indicate that the applicant has the authority to apply for the registration on behalf of the society, that the correct fee has been enclosed and that no false or misleading information has been given in the application form.
- **Please note that it is an offence, under section 342 of the Gambling Act 2005, to give false or misleading information without reasonable excuse, in connection with an application or other provision of the Act. The maximum fine on being convicted of such an offence is £5000 and/or imprisonment for a maximum of 51 weeks.**

Data Sharing

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Fee

The fee for a new registration is £40.00.

An annual fee of £20.00 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.