

# Registration of Non-Commercial Society (Small Society Lotteries) Guidance Notes and Application Pack



## Section A – Details of the society applying for registration

Society Name			
Address (including postcode) of office or head office of society			
Telephone		Mobile	
Email			

Please state the purpose(s) for which the society is established and conducted

If the society is a registered charity, please give the society's unique charity registration number

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

If the answer to question 6 is YES, has the operating licence been revoked on the period of five years ending with the date of this application?

YES  NO

If the answer to question 5 is YES, please state the reasons for revocation and enclose a copy of the notice of revocation if one is available

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 the person applying on behalf of the society**

Name			
Capacity			
Address (including postcode)			
Telephone		Mobile	
Email			

**Section C – Contact details for correspondence in relation to this application**

Please tick one box to indicate address for correspondence in relation to this Application

Address in section A  Address in section B  Address below

Name			
Capacity			
Address (including postcode)			
Telephone		Mobile	
Email			

Please see overleaf...

## 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   | <input type="checkbox"/> |
| b. Enclose payment of the registration fee of £40.00   | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> |

Signature		Date	
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Capacity	
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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:

- An operating licence held by the society has been revoked under section 119(1) of the Gambling Act 2005,
- An application for an operating licence made by the society has been refused.

The application may be refused if the Local Authority think that:

- The society is not a non-commercial society
- A person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence.
- Information provided in or with the application is false or misleading.

### DATA PROTECTION

How information about you will be used:

We will use the information you have provided to process your application. We will process personal data that is considered to be 'sensitive personal data' only in accordance with the requirements of the data protection legislation.

We will not hold information about you which is excessive in relation to the purpose for which it is processed and we will not share your details with anyone else.

The Data Protection Act 1998 gives you rights, as our customer, about how your personal information is obtained and used by Newcastle-under-Lyme Borough Council. The Act also places obligations on the Council. Please contact us if you have any questions about our privacy policy or information we hold about you.