

Our ref: TDLIGA11/LSLA

Dear Sir/Madam,

**Re: Gambling Act 2005**  
**Application for Small Societies Lottery Registration**

I write further to your recent enquiry concerning the above.

I enclose for your information guidance entitled '**Lotteries – Rules of Operation**'.

If a Society is to apply for registration, it must be one that is established and conducted wholly or mainly for one or more of the purposes set out in sub-paragraphs (a), (b) and (c), i.e.

- (a) charitable purposes;
- (b) participation in or support of athletic sports or games or cultural activities;
- (c) purposes which are not described in paragraph (a) or (b) above but are neither purposes of private gain nor purposes of any commercial undertaking.

If the Society meets one or more of the above criteria then, depending on the monetary limitations regarding proposed and previous tickets sales, application for registration is made either to the local authority or the Gaming Board.

An application form to apply for registration with the District Council is enclosed.

Also enclosed is a form to accompany the application which should record the details of:

- (1) the person who is authorised to act as the promoter of lotteries on behalf of the society and
- (2) those persons (other than the Promoter) who are authorised to certify the financial returns.

The application and accompanying form should be fully completed and returned to this Council together with:

- (a) a copy of the constitution of the Society;
- (b) a copy of the minutes of the Society's committee meeting authorising:
  - (i) the person to act as Promoter of lotteries on behalf of the Society; and
  - (ii) the two other persons who will certify the financial returns relating to lotteries promoted on behalf of the Society.
- (c) a cheque for the appropriate amount made payable to North Norfolk District Council.

Upon receipt your application will be processed and, if your application is successful, the Society will be registered. You will receive a certificate of registration. The registration will continue until you cancel it or the District Council revokes it. However, an annual fee is payable each year if registration is to be maintained.

**The application pack includes the following:**

- Application Form
- Guidance Notes: "Lotteries – Rules of Operation"
- Form to Accompany Application – recording details of promoter(s)
- Gambling Licensing Fees

If you require any further information then please do not hesitate to contact me.

Yours faithfully,

**On Behalf of the Licensing Team**  
**Tel 0126 516189**  
**Email [licensing@north-norfolk.gov.uk](mailto:licensing@north-norfolk.gov.uk)**

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