

## Gambling Act 2005

### Guidance On Completing Small Society Lottery Returns

***If your society was previously registered under the Lotteries and Amusements Act 1976 please note that under the Gambling Act 2005 there is no requirement to send quarterly returns to the Licensing Authority***

1. After each lottery held, the society must send returns to the Licensing Authority with which it is registered. This information will allow us to assess whether limits are being adhered to and to ensure that any money raised is being applied for the proper purpose.
2. The information that must be submitted on the form is as follows;
  - the arrangements for the lottery, specifically the date on which tickets were available for sale or supply, the dates of any draw and the value of prizes, including any donated prizes and any rollover;
  - the proceeds of the lottery;
  - the amounts deducted by the promoters of the lottery in providing prizes, including prizes in accordance with any rollovers;

Prizes awarded in small society lotteries can be either cash or non-monetary. However the amount of money deducted from the proceeds of the lottery to cover prizes and any expenses must not comprise more than 80% of the total proceeds of the lottery.

Donated prizes would not be counted as part of this 80% (as no money would be withdrawn from the proceeds to cover their purchase) but should still be declared on the return following the lottery draw.

- the amounts deducted by the promoters of the lottery in respect of costs incurred in organising the lottery;
  - whether any expenses incurred in connection with the lottery were not paid for by deduction from the proceeds, and, if so, the amount of expenses and the sources from which they were paid; and
  - the amount applied to the purpose for which the promoting society is conducted, this must be at least 20% of the proceeds.
3. The returns must also:
    - be sent to us no later than three months after the date of the lottery draw, or in the case of 'instant lotteries' (scratch cards) within three months of the last date on which tickets were on sale; and
    - be signed (electronic signatures are acceptable if the return is sent electronically) by two members of the society, who must be aged eighteen or older, are appointed for the purpose in writing by the society or, if it has one, its governing body, and accompanied by a copy of their letter or letters of appointment.

An example of a letter of appointment and completed return form can be found overleaf.

**Returns must be submitted on the form provided. Incomplete forms or forms submitted without a copy of the letter of appointment will be returned. Forms can be obtained by contacting the Licensing Service on 01642 526558 and are also available to download from our website at <https://www.stockton.gov.uk/community-safety/licensing/>.**



# Local School Association

21 Any Street  
Anytown  
GA16 8FD

12th January 2016

Dear Sir/Madam

**Appointment Of Signatories**  
**Registration Number: SBC 119999**

Under Schedule 11, Part 4, Paragraph 39(4) of the Gambling Act 2005 we the members/governing body\* (*\*delete as applicable*) of the Local School Association hereby appoint Mr J Bloggs and Mr A Mann to sign returns on behalf the society.

Yours faithfully,

*A N Other*

Mr A N Other  
Promoter

## Return Relating To A Small Society Lottery Gambling Act 2005 – Schedule 11, Part 4

The Following Information Is Required By Schedule 11, Part 4, Paragraph 39(2) Of The Gambling Act 2005. 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 Its Governing Body If Applicable, And Accompanied By A Copy Of That Appointment.** All Signatories Must Be Over The Age Of 18 Years.

We, Being Duly Appointed Members Of The Society In Compliance With The Requirements Of Schedule 11, Part 4, Paragraph 39(4), Hereby Submit The Following Statutory Return:

Registration Number: **SBC 119999**

Name Of Society: **Local School Association**

Date(s) On Which Tickets Were Available For Sale: **01/12/16** To **31/12/16** Date Of Draw: **05/01/16**

The Total Proceeds Of The Lottery Amounted To: **£1575.50**

Please Note The Total Value Of Tickets Per Single Lottery Must Not Exceed £20,000 And The Total aggregate Value Per Calendar Year Must Not Exceed £250,000.

### Out Of The Proceeds Of The Lottery:

**£100.00** Was Deducted In Respect Of The Provision Of Prizes Including The Provision Of Prizes In Accordance With Any Rollover  
Do Not Include Donated Prizes In This Total, Details Of Donated Prizes Should Be Completed Separately Overleaf  
Please Note No Single Prize May Be Worth More Than £25,000.

**£200.00** Was Deducted In Respect Of Expenses Incurred In Organising The Lottery  
The Amounts Deducted To Cover Prizes And Expenses Must Not Be More Than 80% Of The Total Proceeds Of The Lottery.

After Deduction Of The Sums Appropriated For Prizes And Expenses The Following Amount(s) Were Applied For The following Purposes Of The Society:

<b>£800.00</b>	For The Purpose Of	<b>Purchase Of Gym Equipment</b>
<b>£100.00</b>	For The Purpose Of	<b>Donated To School PTA</b>
<b>£375.50</b>	For The Purpose Of	<b>Banked For Future Use</b>
<b>£</b>	For The Purpose Of	

Please Note That At Least 20% Of The Total Proceeds Of The Lottery Must Be Applied For The Purposes Of The Society.

Continued Overleaf....

If Any Expenses In Connection With The Lottery Were Paid Other Than By Deduction From The Proceeds Please State:

The Amount Of Expenses **£ N/A** And;

The Sources From Which They Were Paid

**Details Of Donated Prizes (Please Continue On A Separate Sheet If Necessary)**

Description Of Prize	Estimated Value, If Over £100
<b>Food Hamper</b>	<b>£150.00</b>
<b>3 Boxes Of Chocolates</b>	
<b>Weekend Break For 2</b>	<b>£200.00</b>
<b>Voucher For Free Meal For 2</b>	
<b>Total Of Donated Prizes Over £100</b>	<b>£350.00</b>

**How We Collect And Use Information**

The information collected, on this form and from supporting evidence, by Stockton-on-Tees Borough Council will be used to process your application. The information may be passed to the Department of Social Security, Employment Service and Inland Revenue and such other Departments of the Council and external organisations but only if the law permits us to do so.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and local authorities.

Stockton-on-Tees Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, please contact us at the address overleaf

**Statutory Declaration & Signatures**

**We The Undersigned Being Members Of The Society (Aged 18 Years Or Over) And The Persons Who Have Been Appointed In Writing To Certify The Returns To Lotteries Conducted For The Benefit Of The Society Hereby Certify That To The Best Of Our Knowledge And Belief The Information Contained In This Return Is Correct. I Understand That It Is An Offence Under Section 342 Of The Gambling Act 2005 To Give Any False Or Misleading Information.**

Name (In Capitals) **J Bloggs**

Signed *J Bloggs* Dated **12/01/16**

Name (In Capitals) **A Mann**

Signed *A Mann* Dated **12/01/16**

A Copy Of The Letter Of Appointment Is Attached (Please Tick Box)