

**APPLICATION FORM FOR REGISTRATION OF NON-COMMERCIAL SOCIETY**

If you are completing this form by hand, please write legibly in block capitals using ink.

To:

Lewes District Council  
Environmental Services (Licensing)  
Southover House  
Southover Road  
Lewes  
East Sussex BN7 1AB



**Section A – Details of society applying for registration**

Name of Society \_\_\_\_\_

Address (including Postcode) of office or head office of society \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number of society \_\_\_\_\_

E-mail address of society \_\_\_\_\_

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

Has the society held an operating licence in the period of five years ending with the date of this application?

- Yes
- No

If the Answer is 'Yes' has the operating licence been revoked in the period of five years ending with the date of this application?

- Yes
- No

If the answer is 'Yes', please state the reason and/or include a copy of the notice of revocation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 society**

Name \_\_\_\_\_

Position in society \_\_\_\_\_

Address (including  
postcode) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

**Section C – Contact details for correspondence associated with this application**

Please tick one box as appropriate to indicate address for correspondence in relation to this application:

- See address in section A
- See address in section B
- See address below

Address (including  
postcode) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone  
number \_\_\_\_\_

E-mail address \_\_\_\_\_

**Section D – Declaration**

Please complete the following declaration and checklist:

I (print 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; and

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.**

Signature \_\_\_\_\_

Date: \_\_\_\_\_ Position in society \_\_\_\_\_

## Guidance Notes:

- To submit an application for a small society lotteries registration, the society must fall into the following categories:
  - Society Status – the society in question must be non-commercial; and
  - Lottery size – the total value of tickets to be put on sale per single lottery must be £20,000 or less, or aggregate value of tickets to be put on sale for all their lotteries in a calendar year must not exceed £250,000.
- The promoting society must, throughout the period during which the lottery is promoted, be registered with a licensing authority.
- The licensing authority with which a small society lottery is required to register must be in the area where their principal office is located.
- Applications for a small society lottery must be on the prescribed form and be accompanied by the both the registration fee of £40 and all the necessary documents required by the licensing authority to assess the application accordingly.
- New applicants must supply a copy of their terms and conditions of their constitution to establish that they are a non-commercial society.
- Registrations run for an unlimited period, unless the registration is cancelled.
- For registrations to continue to run an annual fee is payable of £20