



Small society lotteries further guidance:

Register

Licensing authorities are required to record details of each society on a register which will be made available to the public on request. Once the application for registration has been accepted the licensing authority will notify both the applicant and the Gambling Commission of the registration.

Refusal / Revocation

A registration certificate will be issued by the Authority unless there are sufficient grounds for refusing the application. Registration may be refused because:

An operating license issued (by the Gambling Commission) to the applicant for registration has been revoked or an application for an operating license made by the applicant has been refused within the past 5 years.

The society in question cannot be deemed non-commercial.

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 for registration is found to be false or misleading.

Should the Authority refuse to register a society, it will give the reasons why it is minded to refuse and provide an outline of the evidence on which it has reached its preliminary conclusion, in order that the society has the opportunity to make representations. Representations and objections will be handled in accordance with established procedures relating to other licensable activities. If registration is finally refused, the society will have a right of appeal to the Crown Court.

A society already registered may subsequently have its registration revoked if the Authority feels that the circumstances existing at the time of application have changed. In such a case, the procedure applicable to a refusal of registration then applies.

Administration

Legislation requires that a minimum proportion of the money raised by a lottery is channeled to the goals of the society promoting the lottery. The limits which apply to small society lotteries are as follows:

At least 20% of the lottery proceeds must be applied to the purpose of the society.

No single prize may be worth more than £25,000.

Rollovers between lotteries are only permitted where every lottery affected is also a small society lottery promoted by the same society and the maximum single prize is £25,000.

Every ticket in the lottery must cost the same and the ticket fee must be paid to the society before entry into the draw is allowed.



External Lottery Managers

External lottery managers are required to hold a lottery operator's license issued by the gambling commission to manage any lottery, including small society lotteries.

To determine if an individual or firm is acting as a 'service provider' only or has assumed the role of external lottery manager, you can contact the licensing authority for details of the key indicators which would establish the degree of management undertaken.

It is an offence to employ an unlicensed external lottery manager and societies must therefore satisfy themselves that any external manager they employ holds an operators license. This information is available from the register held on the commission's website at www.gamblingcommission.gov.uk

Tickets

The purchaser of a small society lottery ticket must receive a document which identifies:

The name of the promoting society.

The price of the ticket, which must be the same for all tickets.

The name and address of the person designated as having responsibility for promoting the lottery.

The date of the draw or enable the date of the draw to be determined.

This requirement can also be satisfied by providing the participant with an electronic message that can be retained or printed.