



GAMBLING ACT 2005
Paragraph 39 - Schedule 11

LOTTERY RETURN STATEMENT

All questions on this form must be completed in ink

As the purpose of permitted lotteries is to raise money for non-commercial causes, the Act requires that a minimum proportion of the money raised by the lottery is channelled to the goals of the society that promoted the lottery. If a small society lottery does not comply with these limits it will be in breach of the Act's provisions, and consequently be liable for prosecution.

Paragraph 39 of schedule 11 in the Act sets out the information that the promoter of a small society lottery, registered under Part 5 of the schedule, must send as a return to the licensing authority with which it is registered, **following each lottery held**. The information that must be submitted is set out below.

- Please send your return(s) to the Licensing Team at Basingstoke and Deane Borough Council **no later than 3 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.
- The return must 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.

Society details

1. Name:										
2. Registration no:										
3. Address:										
		Postcode:								
Telephone number:					Email address:					

Promoter details

4. Title:	Mr	Mrs	Miss	Ms	Other:					
5. Forename(s):					Surname:					
6. Address:										
		Postcode:								
7. Telephone number:					Email address:					

Statement

8.	The date(s) on which tickets were available for sale or supply	From	To
9.	The date of the draw		
10.	The total value of prizes (including any donated prizes and any rollover)		:
11.	The total proceeds of the lottery		:
12.	The amount deducted by the promoters of the lottery in respect of the provision of prizes (including the provision of prizes in accordance with any rollovers)		:
13.	The amount deducted by the promoter of the lottery in respect of costs incurred in organising the lottery		:
14.	The amount applied to the purpose for which the promoting society is conducted (this must be at least 20% of the proceeds)		:
15.	Were any expenses incurred in connection with the lottery which were not paid for by deduction from the proceeds? (delete as appropriate and if YES, please continue to 15a. and 15b.)	YES	NO
15a.	The amount of expenses paid (see question 15)		:
15b.	The sources from which they were paid (see question 15 and 15a)		

Declaration (please refer to the first page)

1. We, being members of full age appointed in writing by the governing body of the said society, hereby state that, to the best of our knowledge and belief, the above is a true account of the expense and application of the proceeds of the lottery to which it relates.
2. A copy of the appointment in writing is enclosed.

Signed:		Print name:	
Position held:		Date:	

Signed:		Print name:	
Position held:		Date:	

RETURN FORMS SHOULD BE SENT TO:

Tel: 01256 844844
Fax: 01256 845200
Email: licensing@basingstoke.gov.uk

Licensing Team
Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
Hants RG21 4AH

Extract from the Gambling Act 2005
Paragraph 39 of Schedule 11

Filing of records

- 39 (1) The promoting society of a small society lottery must send to the local authority with which the society is registered under Part 5 of this Schedule a statement of the matters specified in sub-paragraph (2).
- (2) Those matters are—
- (a) the arrangements for the lottery (including the dates on which tickets were available for sale or supply, the dates of any draw and the arrangements for prizes (including any rollover),
 - (b) the proceeds of the lottery,
 - (c) the amounts deducted by the promoters of the lottery in respect of the provision of prizes (including the provision of prizes in accordance with any rollover),
 - (d) the amounts deducted by the promoters of the lottery in respect of other costs incurred in organising the lottery,
 - (e) any amount applied to a purpose for which the promoting society is conducted, and
 - (f) whether any expenses in connection with the lottery were defrayed otherwise than by deduction from proceeds, and, if they were—
 - (i) the amount of the expenses, and
 - (ii) the sources from which they were defrayed.
- (3) The statement must be sent to the local authority during the period of three months beginning with the day on which the draw (or the last draw) in the lottery takes place.
- (4) The statement must be—
- (a) signed by two members of the society who are appointed for the purpose in writing by the society or, if it has one, its governing body, and
 - (b) accompanied by a copy of the appointment under paragraph (a).
- (5) A member signing a statement in accordance with sub-paragraph (4) must be an adult.
- 40 (1) If after receiving a statement under paragraph 39 a local authority think that the lottery to which the statement relates was a large lottery, they shall notify the Commission in writing.
- (2) A notice under sub-paragraph (1) shall be accompanied by a copy of—
- (a) the statement relating to the lottery, and
 - (b) the statement relating to any other lottery as a result of which the lottery mentioned in paragraph (a) is a large lottery.

For further guidance on registration, the distribution of funds, prize limits, rollover, and ticket sales, please refer to the **Small Society Conditions (Schedule 11 Part 4)** and **Guidance notes on the Small Society** found on our website at www.basingstoke.gov.uk, or the Gambling Commission website at www.gamblingcommission.gov.uk.