



Lewisham

# Small society lotteries

Guidance for societies and applicants

# Introduction

We have produced this guidance to help applicants understand the requirements for registering a small society lottery. We have also included information to help organisers to meet their responsibilities when promoting a small society lottery.

Please note that the information in this guidance is just a summary and not a definitive statement of the law so it is important that you do not rely on this document alone when completing your application. To help you, we have provided useful links to the legislation and other guidance on the final page of this document.

Your application will be unique, and we recognise that that we cannot cover every situation within this guidance. For this reason, you may wish to take your own independent legal advice or other professional assistance before applying for registration of your society.

We will review this guidance from time to time to ensure it is still current and when necessary, we may make amendments before republishing this guidance.

We hope the information in this document will help you to complete your application but if you do have any questions please contact the [licensing team](#).

## What is a lottery?

A lottery is an arrangement to raise money for a specific purpose and is a type of gambling. Raffles, tombola, and sweepstakes for example, are all types of lotteries.

A lottery is an arrangement which falls into one of the following two categories:

- a simple lottery
- a complex lottery.

### A simple lottery

In a simple lottery, the organiser sells tickets which are entered in a draw. The organiser draws a ticket at random, and the holder of the drawn ticket, wins a prize. In this arrangement:

- a person must pay to take part
- one or more prizes can be won
- winning a prize relies solely on chance.

## A complex lottery

In a complex lottery, the organiser sells tickets which are entered in a draw. The organiser draws a ticket at random. The holder of the drawn ticket must then complete one or more processes such as answering a question correctly, to win a prize. In this arrangement:

- a person must pay to take part
- one or more prizes can be won
- prizes can be won through a series of processes
- The first of these processes must rely solely on chance.

## What is a 'small' lottery?

A small lottery is when

- the proceeds (ticket sales) for each draw do not go above £20,000
- the maximum value of an individual prize is no more than £25,000
- at any time during the calendar year, the aggregate proceeds of the society's lottery draws do not exceed £250,000.

## What is a society?

A society is an organisation that is established and conducted

- for charitable purposes
- for the purpose of enabling participation in, or of supporting sport, athletics, or a cultural activity
- for any other non-commercial purpose other than that of private gain.

## What is a small society lottery?

A "small society lottery" is an arrangement to raise money and the above rules apply. We have summarised the requirements on the next page:

## What is a small society lottery?

- the society is established for non-commercial purposes
- it is a small lottery
- it is a simple or complex lottery
- the price payable for each lottery ticket is the same
- ticket sales do not exceed £20,000
- the maximum value of an individual lottery prize does not exceed £25,000
- the aggregate proceeds for the year do not exceed £250,000
- it is promoted on behalf of a non-commercial society
- it is promoted for any purposes of the society
- at least 20% of the proceeds go to one of the society's purposes

## Are there any exemptions?

Yes. A lottery will not be classed as a 'small society lottery' if you only hold a lottery that is incidental to a non-commercial event. An example would be a raffle organised at a village or school fete when tickets are only sold at the event, and only sold at the time the event is taking place.

An event is non-commercial if the lottery is promoted for a purpose other than private gain. You cannot roll over any prizes from the exempt lottery to another event and you can only deduct:

- a maximum of £500 in respect of the cost of prizes
- a maximum of £100 in respect of the costs incurred in organising the lottery.

## How do I apply to register a small society lottery?

If you are a society and your main address is in the Borough of Lewisham, and you wish to hold small lotteries during the year, you must apply to register your small society lottery with Lewisham Council.

You must complete our 'Small Society Lottery Application' form and pay an application fee. The application form is available on our website<sup>1</sup>.

Please follow the instructions on our 'Small Society Lottery Application' form.

## Can you refuse my application?

Yes. We can refuse your application if:

- you are not a non-commercial society
- a person who is or will be connected with the promotion of your lottery has been convicted of a relevant offence
- information in the application is false or misleading.

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<sup>1</sup> <https://lewisham.gov.uk/myservices/business/licences-and-street-trading/licences-issued-by-the-licensing-team/gambling-and-lottery-licences>

We can also refuse your application if in the five years prior to your application, the Gambling Commission has revoked or refused an operating licence held by you.

If we refuse your application, you can appeal against our decision. The appeal must be made to the Magistrates Court within 21 days of our decision.

## What happens if my application is successful?

We will issue you with a small society lottery registration certificate and enter your details and other information about your lottery, on our licensing register. We will also inform the Gambling Commission of your registration.

- your initial registration will last for one year
- before the end of each year, you must pay an annual fee to retain your registration.

## What are my responsibilities?

### Tickets

Your lottery tickets can be printed, or in electronic form and capable of being printed. The tickets must contain the following information:

- the name of the promoting society
- the name and address of the person responsible for promoting the lottery
- the price of the ticket
- the date of the draw or say that the date will be determined.

### Records

You must keep records of your lottery and send us a 'statement of return'

- within three months of the date on which your lottery draw takes place (or the date of the last draw in the year), you must submit your statement to us.
- Include the specific information we have asked for in the form.

We have provided a 'Small Society Lottery Statement of Return' form on our website<sup>2</sup>. Please follow the instructions on the form.

If you hold more than one lottery during the year, we recommend that you keep separate records for each draw. You may wish to submit an individual statement for each draw.

If following receipt of your statement, we consider your lottery was a 'large' lottery, we are required to inform the Gambling Commission.

## Annual fee

If you wish to 'renew' your registration, you must pay your annual fee within two months of the date on which your registration expires.

## Can you cancel or revoke my registration?

Yes. We can cancel or revoke your registration in the following circumstances:

### Cancelling your registration

We can cancel your registration in the following circumstances:

- if you apply to us in writing informing us that you wish to cancel your registration
- if you fail to pay your annual fee within the period of two months before your registration expires.

If we are considering cancelling your registration, we will give you the opportunity to make representations before we make our final decision.

If we cancel your registration, we will you inform you and the Gambling Commission.

### Revoking your registration

We can revoke your registration if we think we would be obliged or permitted to refuse your application were we to be considering it as a new application.

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<sup>2</sup> <https://lewisham.gov.uk/myservices/business/licences-and-street-trading/licences-issued-by-the-licensing-team/gambling-and-lottery-licences>

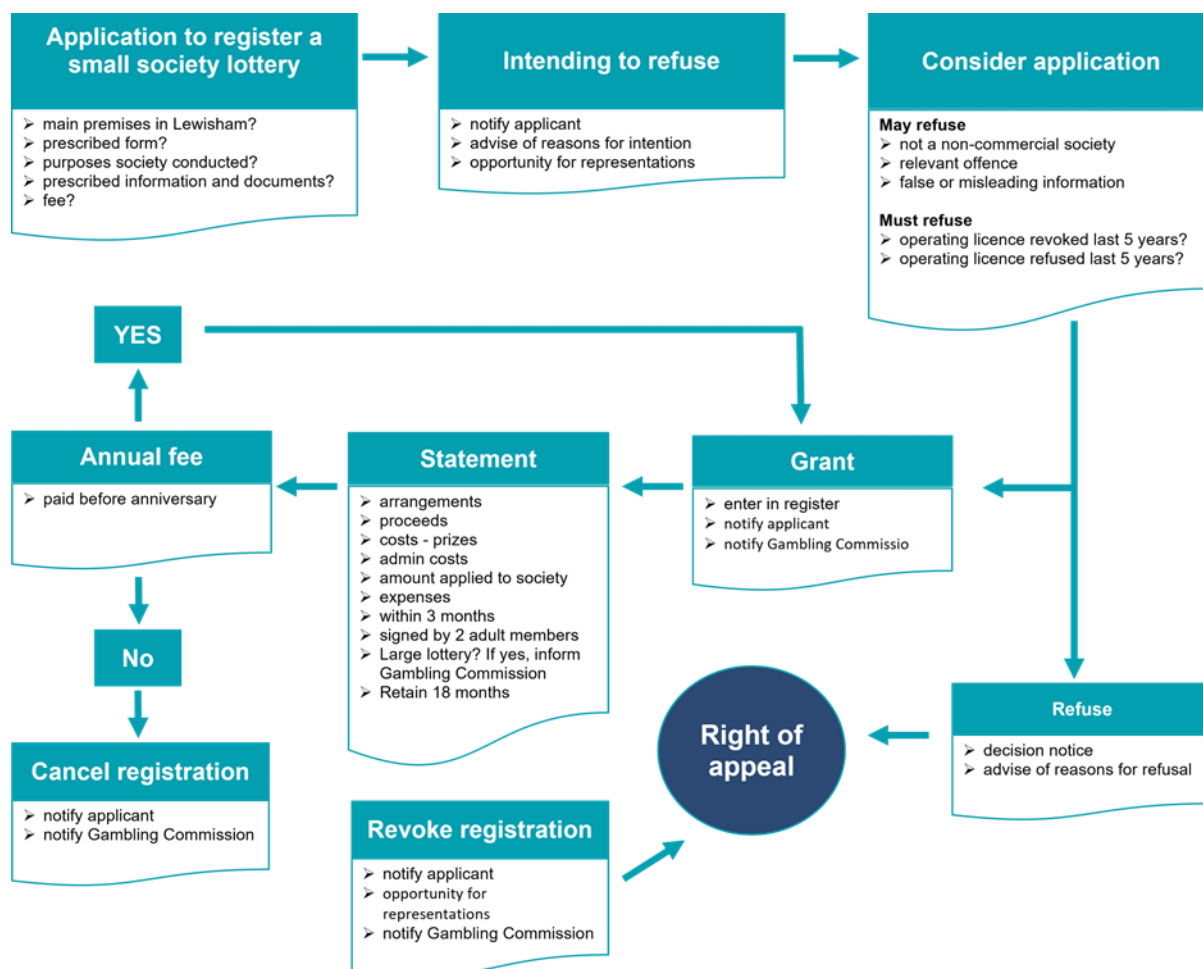
If we are considering revocation, we will give you the opportunity to make representations before we make our final decision.

If we cancel your registration, we will inform you and the Gambling Commission.

If we revoke your registration you can appeal against our decision. The appeal must be made to the Magistrates Court. within 21 days of our decision.

## Process flowchart

The illustration below shows a summary of the application process and management of a small society lottery registration.



## Useful information

To help you with your application for a small society lottery, you can view the relevant legislation, guidance, and toolkits, by clicking on the links at the foot of the page.

### Relevant legislation and guidance

1. The provisions in respect of small society lotteries are set out in Part 4 of Schedule 11 to the Gambling Act 2005<sup>3</sup>
2. The procedure for registering a small society lottery is dealt with in Part 5 of Schedule 11 to the Gambling Act 2005<sup>4</sup>.
3. Exemptions in respect of small society lotteries are set out in Part 1 of Schedule 11 to the Gambling Act 2005<sup>5</sup>
4. Interpretation of the legislation and offences relating to small society lotteries are dealt with in Part 11 of the Gambling Act 2005<sup>6</sup>
5. The fees and other requirements in relation to the registration of non-commercial societies are set out in regulations<sup>7</sup>.
6. The sums lottery promoters can deduct in respect of incidental lotteries are set out in regulations<sup>8</sup>.
7. Part 34 of the Gambling Commission's guidance for licensing authorities sets out national guidance in respect of small society lotteries<sup>9</sup>.
8. The Gambling Commission provides a lotteries toolkit which contains advice, quick guides, and case studies<sup>10</sup>.
9. You can download relevant forms and view the small society lotteries register on our website<sup>11</sup>.

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<sup>3</sup> <https://www.legislation.gov.uk/ukpga/2005/19/schedule/11/part/4>

<sup>4</sup> <https://www.legislation.gov.uk/ukpga/2005/19/schedule/11/part/5>

<sup>5</sup> <https://www.legislation.gov.uk/ukpga/2005/19/schedule/11/part/1>

<sup>6</sup> <https://www.legislation.gov.uk/ukpga/2005/19/part/11>

<sup>7</sup> <https://www.legislation.gov.uk/uksi/2007/2328/made>

<sup>8</sup> <https://www.legislation.gov.uk/uksi/2016/239/contents/made>

<sup>9</sup> <https://www.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities/gla-part-34-small-society-lotteries>

<sup>10</sup> <https://www.gamblingcommission.gov.uk/authorities/la-toolkits>

<sup>11</sup> <https://lewisham.gov.uk/myservices/business/licences-and-street-trading/licences-issued-by-the-licensing-team/gambling-and-lottery-licences>

## How do I contact you?

You can contact us by email at [licensing@lewisham.gov.uk](mailto:licensing@lewisham.gov.uk), or by writing to us at:  
Lewisham Council, Safer Communities Service (Licensing), 4th Floor, Laurence  
House, 1 Catford Road, SE6 4RU.