



SMALL SOCIETY LOTTERY STATEMENT OF RETURN

PLEASE READ THE FOLLOWING INSTRUCTIONS AND THE NOTES ON PAGE 4 BEFORE YOU COMPLETE THIS FORM

The promoting society of a small society lottery must submit a statement to the local authority with which the society is registered. 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.

Please note it is an offence not to submit a Statement of return. If you do not have any lotteries in the year for which the registration is valid then please submit a NIL return.

This statement must be 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.

You must complete all information requested in this form and return your completed form within the required period, to London Borough of Lewisham, Safer Communities Service (Licensing), 4th Floor, Laurence House, 1 Catford Road, SE6 4TW or by email licensing@lewisham.gov.uk.

You can complete the form by typing and entering the information in the second column of the tables. If you are completing the form by hand, please write legibly in block capitals using black ink. You can download additional copies of this form at

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

We recommend you keep a copy of your completed statement for your records.

1. Name of society	
2. Society's registration number:	
3. Date(s) of the draw	

<p>4. Date(s) on which the tickets were available for supply or sale</p>	<p>]</p>
<p>5. The arrangements for prizes (including any rollover)</p>	<p>]</p>
<p>6. The gross proceeds of the lottery (£)</p>	<p>]</p>
<p>7. The total amount deducted from the gross proceeds in respect of the provision of prizes (including the provision of prizes in accordance with any rollover) (£)</p>	<p>]</p>
<p>8. The total amount deducted from the gross proceeds in respect of any other costs incurred in organising the lottery (£)</p>	<p>]</p>
<p>9. The amount applied directly to the purpose for which the society is conducted. (Note: this must be at least 20% of the gross proceeds) (£)</p>	<p>]</p>
<p>10. If any expenses incurred in connection with the lottery were not paid for by deduction from the proceeds, the amount of such expenses (£)</p>	<p>]</p>
<p>11. If any expenses incurred in connection with the lottery were not paid for by deduction from the proceeds, the sources from which such expenses were paid (£)</p>	<p>]</p>

Declaration

- (a) This return is submitted on behalf of the society referred to in (1) above and has been checked and verified by the following two members of the society (who are over 18 years of age) and who have been appointed in writing for this purpose, or alternatively the governing body for the society.
- (b) A copy of the written appointment or authorisation for each person is attached to this statement.
- (c) We confirm that to the best of our knowledge, the information contained in this statement is true. We understand that it is an offence under section 262 of the Gambling Act 2005 to give false or misleading information for the purposes of completing this statement.

Full name (first appointed member)	[
Signature	[
Date	[
Full name (second appointed member)	[
Signature	[
Date	[
OR details of governing body of the society	[
Name of body	[
Authorised signatory	[
Date	[

Notes:

1. You must submit a return even if you have not held a lottery in the year for which your registration is valid. In these circumstances, you should enter the value "NIL" in boxes (3) to (11) of this form.
2. If you have held a lottery, you are required to send us the information we have asked for in this form. This meets the requirements of paragraph 39 of Schedule 11 of the Gambling Act 2005.
3. The information you provide enables us to assess whether you have met the financial limits and applied any money raised for the proper purpose.
4. The information you must submit is as follows:
 - a. The arrangements for the lottery (**questions 3, 4, and 5**). This means the dates on or during which you sold or supplied tickets for the lottery, the dates of any draw, and the total value of the prizes. The value of the prizes includes donated prizes. You also need to tell us whether any prizes were rolled over (carried forward) to another draw.
 - b. The gross proceeds of the lottery (**question 6**). This is the total amount of money you raised from the lottery before deducting your costs.
 - c. The total amount deducted from the gross proceeds in respect of the provision of prizes (including the provision of prizes in accordance with any rollover) (**question 7**). This is the amount of money you spent on prizes for the lottery and the value of any rolled over prizes.
 - d. The total amount deducted from the gross proceeds in respect of any other costs incurred in organising the lottery (**question 8**): This can include costs such as printing tickets and promoting the lottery.
 - e. The amount applied directly to the purpose for which the society is conducted (**question 9**). This is the amount of money you give to the society after you have deducted your costs. This amount must be at least 20% of the gross proceeds.
 - f. If any expenses incurred in connection with the lottery were not paid for by deduction from the proceeds, you must tell us the value of these expenses (**question 10**) and from where you obtained the money to pay those costs (**question 11**). For example, you may have received a donation to pay for the tickets, or prizes may have been donated.