

**Gambling Act 2005
Annual renewal of registration and
records update
Small society lotteries**

Please tick choices as appropriate.	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Forenames:		
Surname:		
Are you the previous applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please provide the previous applicants name		
Capacity in which you are applying on behalf of the Society including:		
Full Name: Address:		
Email address		
Address of office or head office of society (including postcode)		
	Post Code:	
Name of Society		
Registration number	SL	

Change of information

Please use this section if you have changed any of the following: change of name/ change of applicant/Address/company name.

1. Current Licence details	
Licence number:	
Name of applicant:	
Company/Organisation name:	
Current Address (Including post code):	

2. New Details (put your new changes in here where applicable)

Company/Organisation Name:	
Name of applicant:	
New Address (including post code):	
Correspondence address if different from above (including post code)	

3. Declaration

West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer is Leah Mickleborough and can be contacted at the same address.

We are collecting your personal information in order to process your application under the Local Government Miscellaneous Provisions Act 1976.

Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation, for example we will share your data with Defra so that Defra can create a database to support the operation of charging clean air zones by local authorities or other air quality plans.

Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format, please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form, then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Signed: _____ **Date:** / /

Designation: _____

Print Name: _____

Tick box as appropriate

Option 1 I will make payment of £20 for the annual renewal.

Payment can be made online at www.westsuffolk.gov.uk/onlinepayments or via telephone by calling 01284 758050, you will need to quote your registration number.

Option 2 Please cancel the above-mentioned society's registration.

Gambling Act 2005

What returns are required

The promoter of a lottery shall send to the local authority, not later than the end of the third month after the date of the lottery, a return certified by two other members of the society (who must be of full age and appointed in writing by the governing body of the society) which shows: -

- (a) the whole proceeds of the lottery.
- (b) the sums appropriated out of those proceeds for expenses.
- (c) the sums appropriated out of those proceeds for prizes.
- (d) the particular purpose or purposes to which the proceeds of the lottery were applied, and the amounts allocated to each of those purposes.
- (e) the dates between which tickets were sold.

If you require a supply of return forms, please go to www.westsuffolk.gov.uk and follow the link to Business and then Licensing.

This completed form should be submitted to West Suffolk Council Licensing Department with your old licence

Please submit your renewal to licensing@westsuffolk.gov.uk. Any documentation or payments submitted by post will not be accepted and the Council will not accept liability for the loss of any documentation submitted via post.

Phone: 01284 758050 **Email:** licensing@westsuffolk.gov.uk