

## Annual renewal of registration and records update Small society lotteries (Gambling Act 2005)

The completed form is to be emailed to West Suffolk Council Customer Services (including your old licence).

Please submit your return to [customer.services@westsuffolk.gov.uk](mailto:customer.services@westsuffolk.gov.uk). Any documentation submitted by post will not be accepted and the council will not accept liability for the loss of any documentation submitted by post.

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

## Change of information

Please use this section if you have changed any of the following, change of name, applicant, address, company name.

### 1. Current licence details

Society name	
Current address (including postcode)	

### 2. New details (if applicable)

New society name	
New address (including postcode) Please check the new address is in the West Suffolk Authority area – if it is not you must register with the correct local authority	
Correspondence address if different from above (including postcode)	

### 3. Declaration

By submitting this form, I certify that the information on this form is true. I understand that the council is obliged to confirm proof of identity or authority and that it may be necessary to obtain further information in order to comply with this application, in order to protect members of the public against dishonesty, malpractice or other seriously improper conduct, or unfitness or incompetence.

<b>Signed</b>	
<b>Date</b>	
<b>Designation</b>	
<b>Print name</b>	

Tick box as appropriate	
<b>Option 1.</b> I have made payment of £20 for the annual payment	<input type="checkbox"/>
Payment can be made online at <a href="#">West Suffolk - Adelante Smart pay</a> you will need to quote your registration number	
<b>Option 2.</b> Please cancel the above-mentioned society's registration	<input type="checkbox"/>

## **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 the particular purpose
- 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 visit [Small society lotteries](#)

West Suffolk Council will capture and store information in this form so that the requested service can be provided. All personal information will be processed, protected, and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and will only be used to deliver or improve our services. We will not disclose any personal information to any other third parties unless required to do so by law or we have your consent to do so. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our website [How we use your information](#).