

Registration of non-commercial society

Regulations 3(1)(a) of the Small Society Lotteries
(Registration of Non-Commercial Societies) Regulations 2007.

Section A – Details of society applying for registration	
Name of Society	
Address of office or head office of society (including postcode)	
Telephone number of society	
Please state the purpose(s) for which the society is established and conducted	
If the society is a registered charity, please give the society's unique charity registration number	
Has the society held an operating licence under the Gambling Act 2005 in the period of five years ending with the date of this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to the above question is Yes, has the operating licence been revoked in the period of five years ending with the date of this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to the above question Yes, please state the reasons for revocation and enclose a copy of the notice of revocation of one is available.	
Has the society applied for and been refused an operating licence in the period of five years ending with the date of this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section B – General information about the person applying on behalf of society	
Name	
Capacity	

Address (including postcode)	
Telephone number (including dialling code)	
Section C – Contact details for correspondence associated with this application	
14. Please tick one box as appropriate to indicate address for correspondence in relation to this application: Address in section A <input type="checkbox"/> Address in section B <input type="checkbox"/> Address below:	
Address (including postcode)	
Telephone number	
Email address	
Section D – Declarations	
I make this application on behalf of the society referred to in Section A and have authority to act on behalf of that society and enclose payment of the registration fee of £40 made payable to West Suffolk Council. I confirm that, to the best of my knowledge, the information contained in this application is true. I understand that it is an offence under section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application.	
Privacy Statement	
West Suffolk Councils 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 Regulations 3(1)(a) of the Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007. 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. 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:

Notes

Note to societies applying for registration:

The application will be refused if in the period of five years ending with the date of the application:

- (a) an operating licence held by the society has been revoked under section 119(1) of the Gambling Act 2005, or**
- (b) an application for an operating licence made by the society has been refused.**

The application may be refused if the local authority think that:

- (a) the society is not a non-commercial society,**
- (b) a person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence, or**
- (c) information provided in or with the application is false or misleading.**

Application to be sent to:

**Licensing Department
West Suffolk House
Western Way
Bury St Edmunds
Suffolk IP33 3YU**