

Guidance Note to accompany Application for a Society Lottery

Please also read 'The Leaflet on Lottery Law' available at
www.newrymournedown.org/society-lottery

Section 1 – Particulars	
Name of Society	Name of Club, institution, organisation or association
Address of Society	Address of Office or Head Office
Purpose for which the society is established	'Charitable Purposes', 'participation in, or support of, athletic sports or games or cultural activities'; or state other purposes which are not purposes of private gain or of any commercial undertaking.
Section 2 – Chairperson/Secretary/Treasurers Details	
Please provide all details – Full Name & Address, Previous Address, Date of Birth and Telephone No. Date of Birth is required to be supplied as the minimum age for participation in a lottery is 16 years of age .	
Section 3 – Lottery Scheme	
1. Name and Address of Promoter Promoters Telephone Number Position held by Promoter in Society	Provide relevant details - The Address of the promoter or care of the place where the club normally meets. Provide relevant details Provide relevant details - The lottery must be promoted by a member of the society who has been authorised in writing by its governing body to act as the promoter.
2. Name and Address of External Consultant External Consultant's Telephone No. (during business hours)	Applicable only if an external lottery consultant is employed instead of a promoter from within the society.
3. Number of tickets to be offered for sale	Provide relevant details - No ticket or chance may be bought or sold by anyone under the age of 16.
4. Price per ticket	Provide relevant details - The maximum price of a ticket or chance is £100. The price of every ticket or chance must be the same and must be shown on the ticket. It is, therefore, not permitted to offer say, 5 tickets or chances for the price of 4.
5. Estimated expenses for printing etc.	Provide relevant details - The amount of the lottery proceeds which may be deducted to meet expenses (exclusive of prizes) is whichever is the less of: (a) the expenses actually incurred; or (b) (i) where the proceeds are £10,000 or less, 20% of the proceeds; or

	<p>(ii) where the proceeds exceed £10,000, 15% of the proceeds. For the purposes of determining expenses limits, the law requires that the amount of any expenses met by:</p> <p>(a) the society on whose behalf the lottery is promoted, or</p> <p>(b) any beneficiary of the lottery, must be treated as having been taken for expenses from the proceeds of the lottery.</p>
<p>6. (a) Value of prizes to be provided from proceeds of the lottery</p> <p>(b) Value of prizes to be donated (if any)</p>	<p>Provide relevant details - No more than 50% of the proceeds (the amount raised from the sale of tickets or chances) of a lottery may be used to provide prizes.</p> <p>No prize may exceed, in amount or value, £25,000 or 10% of the lottery proceeds, whichever is the greater and regardless of whether or not the prize is donated. In effect, the current ceiling is £25,000 (subject to the 50% limit on the use of proceeds for prizes - see paragraph 6.29) as the maximum possible proceeds of a lottery are £80,000 - see paragraph 6.27.</p> <p>Prizes may, however, be donated at a reduced cost or free of charge. Prizes donated free of charge would not be regarded as having been appropriated from the lottery proceeds.</p>
<p>7. Proposed value of the most expensive prize</p>	<p>Provide relevant details - Value is not defined in the Order. It is suggested, however, that the value of a prize should be based on the recommended retail price plus any relevant taxes or other associated charges, but less any discount generally available to any member of the public at the time the tickets or chances are offered for sale.</p>
<p>8. Purpose for which the proceeds are to be applied</p>	<p>Provide relevant details</p>
<p>9. Date(s) of proposed lottery or lotteries</p>	<p>Provide relevant details</p>