

North Norfolk District Council (NNDC)

Gambling Act 2005 – Small Society Lottery Return Form

Schedule 11, Part 4, Paragraph 39



Guidance Notes (please read before completing)

1. This return must be submitted **within 3 months of the date of the draw**.
2. The form must be **completed in full**.
3. The return must be **signed by two members of the society** who have been **appointed in writing** for this purpose.
4. You must provide proof of the members' appointments.

It is an offence under Section 342 of the Gambling Act 2005 to provide false or misleading information.

SECTION A – Society Details

- **Name of Society:**
 - **Registration Number:**
 - **Address (including postcode):**
 - **Contact Name:**
 - **Email Address:**
 - **Telephone Number:**
-

SECTION B – Lottery Details

- **Date(s) tickets available for sale:**
From: _____ To: _____
 - **Date of draw (or final draw):**
 - **Total number of tickets issued:**
 - **Total number of tickets sold:**
 - **Price per ticket (£):**
-

SECTION C – Arrangements for the Lottery

Gambling Act 2005 – Small Society Lottery Return Form

- **Details of prizes (including any rollovers):**
- **Value of donated prizes (if any): £**
- **External Lottery Manager used?**
 Yes No

If yes:

- **Name of External Lottery Manager:**
 - **Address:**
-

SECTION D – Financial Summary

Proceeds

- **Total proceeds (ticket sales): £**

Deductions

- **Amount deducted for prizes (including rollovers): £**
- **Amount deducted for expenses: £**

Other expenses not deducted from proceeds

- **Amount: £**
- **Source of funding:**

Amount applied to the purposes of the society

- **£**

⚠ Important:

- **At least 20% of proceeds must be applied to the purposes of the society**
 - **Combined prizes and expenses must not exceed 80% of proceeds**
-

SECTION E – Declaration and Signatures

We, the undersigned, confirm that:

- We are members of the society named in this return;
- We have been duly appointed in writing by the society, or its governing body, to certify this return in accordance with Schedule 11, Part 4, Paragraph 39 of the Gambling Act 2005;

- We are aged 18 years or over;
- To the best of our knowledge and belief, the information contained in this return is true and accurate.

We understand that it is an offence under Section 342 of the Gambling Act 2005 to provide false or misleading information in, or in relation to, this return.

Signatures may be provided electronically. By submitting this form, the signatories confirm that they are the individuals named and that they are authorised to sign on behalf of the society.

Signatory 1

- Name:
- Position in Society:
- Signature:
- Date:

Signatory 2

- Name:
- Position in Society:
- Signature:
- Date:

SECTION F – Authorisation (tick to confirm)

We confirm that written authorisation for both signatories is held by the society and attached to this return.

Submission Details

Please return this completed form to:

Licensing Team

North Norfolk District Council

Email: licensing@north-norfolk.gov.uk

Gambling Act 2005 – Small Society Lottery Return Form