

Reply to Licensing Section
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Licensing Team
Community Safety & Environment
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LOTTERIES & AMUSEMENTS

- (1) APPLICATION FORM TO REGISTER AS A NON-COMMERICAL SOCIETY; AND
(2) SOCIETY CONSTITUTION FORM.

(1) Application Form for Registration of Non-Commercial Society

If you are completing this form by hand, please write legibly in block capitals using ink.

SECTION A – Details of Society applying for Registration

1. Name of Society:
2. Address (including postcode) of Office or Head Office of Society:
3. Telephone number of Society:
4. Please state the purpose(s) for which the Society is established and conducted:
5. If the Society is a Registered Charity, please give the Society's unique Charity Registration Number:
6. 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 / No**
7. If the answer to question 6 is 'Yes', has the Operating Licence been revoked in the _____ period of five years ending with the date of this application? **Yes / No**
8. If the answer to question 7 is 'Yes', please state the reasons for revocation and enclose a copy of the Notice of revocation if one is available:
9. 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 / No**

SECTION B – General information about person applying on behalf of Society

10. Name:
11. Capacity:
12. Address (including postcode):
13. Daytime telephone number:

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 Address in Section B Address below

Address (including postcode):

Telephone number:

Email address (if the applicant is happy for correspondence in relation to this application to be sent via e-mail):

SECTION D – Declaration

15. Please complete the following declaration and checklist:

I *[Full Name]*:

(a) make this application on behalf of the Society referred to in Section A and have authority to act on behalf of that Society.

(b) enclose payment of the registration fee of £40.

(c) 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.

Signature:

Date:

Capacity:

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 considers 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.

(2) Society of Constitution Form

Name of Society	
Address of Society (This address must be within the boundary of Royal Borough of Greenwich)	
Aims and Purpose of Society	
Date Established	
List of Appropriate Officers	
Promoter's Name	
Signature	
Treasurer's Name	
Signature	
Secretary's Name	
Signature	
Auditors Name	
Signature	
Any other officers or the society	
Signatures	
Date of annual general meetings	

Proposed Actions in case of Dissolution of Society

- 1) advice to council (date)
- 2) publication of dispersal of funds (local press)
- 3) resignation of key officers

Signatures (any responsible officer)

Date

Amendments

List and date any amendments to the above document and submit to Royal Borough of Greenwich.

Data Protection Statement

Personal Information

The information which you supply to us will be used to allow us to process and assess your application in accordance with our statutory duties under The Gambling Act 2005 ("The Act"); and should your application be successful, to issue you with an appropriate Lotteries Registration Certificate for which we will keep a record.

The categories of the information that we collect, process, hold and share include:

- personal information (such as name, address and nationality)

Your application, including your personal data may be shared with:

- Gambling Commission;
- Metropolitan Police.

The lawful basis on which we use this information

The Licensing Department will collect and use this information in compliance with their Legal and Statutory duties. The General Data Protection Regulations (GDPR) permit processing of such personal data under Article 6(1)(c) where it is necessary for compliance with a legal obligation to which the controller is subject; and Article 6(1)(e) where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. For example, it is our legal obligation to process all relevant applications that we receive and it is in the public interest that we investigate complaints alleging breaches or offences committed under the regulations, or misuse of a Lotteries Registration Certificate.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations.

If you have any concerns about the way we collect or use your personal data, we request that you raise your concern with us in writing, in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Access and Storage

Your personal information will be held by the Licensing Department so long as you hold an active Registration, or for a period of no greater than 6 years from the date of your last active Registration.