

ORKNEY ISLANDS AREA LICENSING BOARD

GAMBLING ACT 2005

**SMALL SOCIETY LOTTERIES
RETURN UNDER PART 4 OF SCHEDULE 11**

Before completing this form, refer to the Information/Guidance Handout on Small Society Lotteries provided by Orkney Islands Area Licensing Board to all registered societies.

1.	Name of Society on behalf of which lottery is promoted	
2.	Address of office or head office of Society	
3.	Name and address of promoter of lottery	
4.	State date(s) on which tickets were available for sale or supply	
5.	State date(s) of lottery draw	
6.	State value of prizes (not including any donated prizes)	
7.	State value of any donated prizes	
8.	State value of any rollover	
9.	State total proceeds of lottery	
10.	State amounts deducted in providing prizes, including prizes in accordance with any rollovers (give details)	
11.	State amounts deducted in respect of costs incurred in organising the lottery (give details)	
12.	State the amount applied to the purpose for which the Society is conducted	
		Form continued over page

13.	State whether any expenses incurred in connection with the lottery were not paid for by deduction from the proceeds and, if so, the amount of expenses and the sources from which they were paid	
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Signature

.....
Promoter of lottery

WE¹,

.....
and

.....
being 2 members, aged over 18, of the Society appointed in writing by the Society or its governing body of the Society in accordance with the document(s) attached hereto, certify that the foregoing is a correct return.

Signed

.....
and

.....
Persons signing Returns on behalf of societies will require to provide evidence in writing that they are appointed for that purpose by the society or its governing body. Returns must be signed by two members of the society (aged 18 or over) and must be submitted to the local licensing board **following each lottery held**. The Return must be submitted no later than 3 months after the date of the lottery draw, or, in the case of 'instant lotteries' (scratch cards) within 3 months of the last date on which tickets were on sale.

Returns will be retained by the Licensing Board for a minimum period of 3 years from the date of the lottery draw and will be made available for inspection by the general public for a minimum period of 18 months following the date of the lottery draw.

A society commits an offence if it fails to make, or makes false or misleading, returns in respect of small society lotteries² and any person guilty of such an offence shall be liable on summary conviction to –

- a) imprisonment for a term not exceeding 6 months;
- b) a fine not exceeding level 5 on the standard scale (currently £5,000); or
- c) both³.

This form should be returned to the Legal Clerks' Office at the Council Offices, Kirkwall, Orkney KW15 1NY⁴.

¹ Print full names in block capital letters

² Section 262 of the Gambling Act 2005

³ Section 263 of the Gambling Act 2005

⁴ Contact by email: licensing@orkney.gov.uk; telephone: 01856 873535 extensions 2229 / 2232; or fax: 01856 876941