|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RETURN FORM FOR SMALL SOCIETY LOTTERIES REGISTERED WITH THE LOCAL AUTHORITY** | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**  In accordance with the Gambling Act 2005, schedule 11, part 4, paragraph 39  **The promoting society of a small society lottery has a duty to accurately reflect the results of any lottery it holds. This is done by submitting a statutory “return” to the local authority within three months of the date of the lottery.**  **The return must be signed by two members of the society who are appointed for the purpose in writing by the society or, if it has one, its governing body.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **This form must be returned to:**  The Licensing Team Southampton & Eastleigh Licensing Partnership PO Box 1767  Southampton SO18 9LA | | | | | | | | | | | | | | Phone: Fax:  Email: | | | | | | | | 023 8083 3002 023 8083 4061 [licensing@southampton.gov.uk](mailto:licensing@southampton.gov.uk)  licensing@eastleigh.gov.uk | | | | | | | | | |
| **If you are completing this form by hand, please write legibly in block capitals using ink.**  **You may wish to keep a copy of the completed form for your records.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SECTION A – Details of society** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.** | Name of society: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **2.** | Registration number: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3.** | Address (including postcode) of office or head office of society: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **4.** | Telephone: | | |  | | | | | | | | | Fax: | | |  | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **5.** | Email Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SECTION B – Details of lottery** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **6.** | | Dates tickets available: | | | | | | | | From: | |  | | | | | | | | To: | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **7.** | Date of lottery draw: | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **8.** | Number of tickets printed: | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **9.** | Number of tickets sold: | | | | | | | | |  | | | | | | | | | *(**0 tickets unsold)* | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **10.** | Price of individual tickets: | | | | | | | |  |  | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SECTION C – Distribution of proceeds** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **11.** | Total ticket sales: | | | | | | | | |  | ***£*** | | | | **=** | |  | | | | **£** | | | | | **A** | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | **TOTAL SALES** | | | | |  | | | | | |
| **Less Costs incurred:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **12.** | Total expenses: | | | | | | | | |  | **£** | | | | **=** | |  | | | | **£** | | | | | B | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | TOTAL COSTS | | | | |  | | | | | |
| **13.** | Total expenses **not** deducted from proceeds of lottery | | | | | | | | |  |  | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **14.** | Please specify how and where those costs in question 13 (if any) were otherwise met: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Less Prizes:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **15.** | Total Prizes: | | | | | | | | |  |  | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **16.** | Total Rollover Prizes (if any): | | | | | | | | |  |  | | | | **=** | |  | | | | **£** | | | | | | | | **C** | | |
|  | | | | | | | | | | | | | | | | | | | | | **TOTAL PRIZES** | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **17.** | Donated Prizes: | | | | | |  | | |  |  | | | | **=** | |  | | | | **£** | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | **TOTAL DONATED PRIZES** | | | | | | | | | | | | | |
| PLEASE NOTE: | | | | No one prize must exceed £25,000 in value. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION D – Summary of total proceeds | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. | Total Ticket Sales: | | | | | | |  | | *£* | | | | | | | | | | | | | | A | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **19.** | Total Expenses: | | | | | **-** | |  | | **£** | | | | | | | | | | | | | | B | | | *(**)* | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **20.** | **Total Prizes:** | | | | | **-** | |  | | **£** | | | | | | | | | | | | | | C | | | *(**)* | | | | |
| **21.** | **Balance to Society:** | | | | | **=** | |  | | **£** | | | | | | | | | | | | | | **D** | | | *(**)* | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Totals of prizes and expenses as a percentage of the total value of ticket sales:** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| PLEASE NOTE: | | | | **The combined total cost of prizes and expenses must not exceed 80% of the total value of ticket sales.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SECTION E – Declaration** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **22.** | | Please complete the following declaration and checklist: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (a) | | This return is submitted on behalf of the society referred to in Section A and has been checked and verified by the following two members of the society (who are over 18 years of age) and who have been appointed in writing for this purpose or alternatively the governing body for the society. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (b) | | A copy of the written authorisation referred to in (a) above is enclosed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c) | | We understand this is a public document and will be retained by the licencing authority for a period of 18 months. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c) | | **Confirm that, to the best of our knowledge, the information contained in this statement is true. We 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 statement.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of authorised society member – (1) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full name: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position held in society: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of authorised society member – (2) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full name: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position held in society: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **OR:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of governing body of society: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of body: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authorised signatory | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| The Council will only use your information for the provision of this service. The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law. For more detail about how we handle your personal data please see our privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or <http://www.eastleigh.gov.uk/privacy>, or on request). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |