



Licensing Team, West Northamptonshire Council, Lodge Road, Daventry, NN11 4FP
Tel: 0300 126 7000
Email: licensing.ddc@westnorthants.gov.uk
Website: www.westnorthants.gov.uk

This form is prescribed by regulation 3(1)(a) of the Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007

APPLICATION FORM FOR REGISTRATION OF NON-COMMERCIAL SOCIETY

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

To:

[insert name and address of relevant licensing authority – this is the authority in whose area the principle premises of the society are situated]

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 If the answer to question 6 is "Yes", has the operating licence been revoked in the period of five years, ending with the date of this application?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 reason 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 email)

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 cheque payable to West Northamptonshire Council for the **registration fee of £40**. If you have made a payment by phone / card, please complete the boxes below – see Fees below:

Authorisation code:	Reference number:	Amount (£):

- c. enclose the Declaration of Non Commercial Society Certificate.
- 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.
- d. I understand that the Local Authority may require further documents to allow the application to be properly assessed.

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 think 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.

Fees

These may be paid by card or cheque as follows:

To make a card payment:

To make a payment and to obtain the payment authorisation code and reference number for your licence, please call our Customer Services on 0300 126 7000.

When making the call do not press any number for any services, listen to the options and wait on the line for a Customer Service Advisor. The Customer Service Advisor will need to know:

- your name;
- your address;
- the type of licence / permit you wish to renew; and,
- your debit or credit card details.

You will receive a payment authorisation code and reference number over the phone on completion, which will be confirmed by email or letter. You need to record the authorisation code and reference number on your application form.

Your licence / permit / certificate application will not be deemed complete without the authorisation code and reference number being recorded in the boxes provided for on the application / renewal form.

To make a cheque payment:

If paying by cheque please enclose your cheque with your application, made payable to: West Northamptonshire Council, crossed a/c payee.

We **do not** accept cash payments by post or at our offices.

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NON-COMMERCIAL SOCIETY DECLARATION CERTIFICATE

I hereby declare that I (insert name).....
do represent a bona fide non-commercial society and I understand that if
necessary the Local Authority may require other documentation to allow this
application for registration to be properly assessed.

I also enclose the society's terms and conditions and / or their constitution

Signed.....Date.....

Print Name.....

Capacity (if applicable).....