

*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 this form by hand, please write legibly in block capitals using ink.**

To:

**BABERGH & MID SUFFOLK DISTRICT COUNCIL**

Licensing  
Endeavour House  
8 Russell Road  
IPSWICH  
IP1 2BX  
e-mail: [licensingteam@baberghmidsuffolk.gov.uk](mailto:licensingteam@baberghmidsuffolk.gov.uk)



**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 If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application?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.

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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 .....

E-mail 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 that 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 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.

## **Privacy notice**

*Babergh & Mid Suffolk District Council are Data Controllers and can be contacted at: Babergh & Mid Suffolk District Councils, Endeavour House, 8 Russell Road, IPSWICH IP1 2BX. The Data Protection Officer can be contacted at the same address.*

*We are collecting your personal information in order to process your application. For more information on this see: [How we use your information - Babergh District Council - Babergh & Mid Suffolk District Councils - Working Together](#).*

*Your data will not be shared with third parties unless used for council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation, for example we will share your data with Defra so that Defra can create a database to support the operation of charging clean air zones by local authorities or other air quality plans.*

*Your data will be kept in line with our retention policy.*

*You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format, please contact the Data Protection Officer.*

*Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Phone: 0303 123 1113.*

*If you do not provide the information required on the application form, then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.*

*For further information on our Data Protection Policies please go to our website: [How we use your information - Babergh District Council - Babergh & Mid Suffolk District Councils - Working Together](#) or email: [data.protection@baberghmidsuffolk.gov.uk](mailto:data.protection@baberghmidsuffolk.gov.uk)*