



Gambling Act 2005

Application Form for Registration of Non-Commercial Society Small Society Lottery

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

Once completed, send your application to the following:-

- The Licensing Team, Environmental Health & Housing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
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SECTION A – Details of society applying for registration

1. Name of Society:

2. Address (including postcode) of office or head office of society:

Post town:	Postcode:

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:

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please tick ✓ as appropriate

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? – See Note 1.	Yes: <input type="checkbox"/>
	No: <input type="checkbox"/>

please tick ✓ as appropriate

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 If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application?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 <input type="checkbox"/>
	No <input type="checkbox"/>

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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please tick ✓ as appropriate

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: <input type="checkbox"/>
	No: <input type="checkbox"/>

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

10. Full Name:

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11. Capacity:

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12. Address (including postcode):

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Post town:	Postcode:
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13. Daytime telephone number:

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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):

Post town:	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 payment of the registration fee of £40 (cheques should be made payable to the ‘Borough Council of King’s Lynn & West Norfolk’);
- 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) Enclose a ‘disclosure of convictions’ form dated no earlier than one calendar month on the day the application is received by the Borough Council¹. See Note 2(b).

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King’s Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King’s Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Gambling Act

¹ For new applications or change of promoter, the Borough Council shall require the promoter of the lottery to produce a ‘disclosure of convictions’ form.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](#).

Signature:

Date:
.....

Capacity:

Notes:

1. 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.

2. The application may be refused if the Borough Council of King's Lynn & West Norfolk thinks 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 or a relevant offence, or
 - (c) Information provided in or with the application is false or misleading.