

# APPLICATION FORM FOR REGISTRATION OF NON-COMMERCIAL SOCIETY

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

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

To:

Licensing Service  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP



## SECTION A – Details of society applying for registration

1. Name of society \_\_\_\_\_  
\_\_\_\_\_
2. Address (including postcode) or 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 If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application?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) \_\_\_\_\_

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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 in below :

Address (including postcode) \_\_\_\_\_

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Telephone number \_\_\_\_\_

E-mail address (if the applicant is happy for correspondence in relation to this application to be sent via e-mail) \_\_\_\_\_

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**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 £40.00.

**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.**

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.**

### **Data Protection Privacy Advice**

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Other Council Services (when appropriate)
- Gambling Commission

In respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at [www.bedford.gov.uk](http://www.bedford.gov.uk) or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk). Further contact details are available upon request. The full Privacy Statement for Charitable Collections and Societies Lotteries can be viewed here: [www.bedford.gov.uk/gdprprivacy](http://www.bedford.gov.uk/gdprprivacy)