



Portsmouth  
CITY COUNCIL

*In accordance with Schedule 11, Part 4, paragraph 39 of the  
Gambling Act 2005.*

## RETURN FORM FOR SMALL SOCIETY LOTTERIES REGISTERED WITH THE LOCAL AUTHORITY

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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 Section, Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth, Hants, PO1 2AL, Tel: 023 9268 8367, Fax: 023 9283 4811 or email: [licensing@portsmouthcc.gov.uk](mailto:licensing@portsmouthcc.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:

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 £

13a Please specify how and where those costs in question 13 (if any) were otherwise met:

**Less Prizes:**

14. Total Prizes: £
17. Total Rollover Prizes: £  = £  C  
(if any) **TOTAL PRIZES**
18. Donated Prizes: £  = £   
**TOTAL DONATED PRIZES**

**PLEASE NOTE:**

**No one prize must exceed £25,000 in value.**

**SECTION D – Summary of total proceeds**

19. Total Ticket Sales: £  A
20. Total Expenses: - £  B
21. Total Prizes: - £  C
22. Balance to Society: = £  D

**PLEASE NOTE:**

**Combined total cost of prizes and expenses must not exceed 80% of the total value of ticket sales.**

**SECTION D - Declaration**

15. 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) **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:

**NOTE: THIS IS A PUBLIC DOCUMENT AND WILL BE RETAINED BY THE LICENSING AUTHORITY FOR A PERIOD OF 18 MONTHS.**