



APPLICATION FOR A PERMIT TO CONDUCT A MINOR / MAJOR LOTTERY LICENSING AND REGULATION

This application is only required for lotteries with ticket sales in excess of \$5,000.

NAME OF ASSOCIATION:

✓APPLICATION CHECK LIST (refer to the fact sheet for more information)

This check must be completed to ensure all parts of the application are completed. An incomplete application will not be approved.

- ▷ Has your association been approved by the Director of Licensing?
- ▷ Has an Approved Association Update form been lodged since the last AGM?
- ▷ Is the person signing the application an authorised member of the association?.....
- ▷ Are start to finish dates of the lottery three (3) months or less?
- ▷ Are prizes at least 1/3 of total ticket sales (see conditions of permit)?.....
- ▷ Have all details relating to the **Prizes** been completed?.....
- ▷ Have all restrictions and special conditions relating to prizes, eg. travel prize/s been detailed?....
- ▷ Is the lottery ticket compliant with Director's requirement & ticket proof attached?

✓TICKET AND ADVERTISING CHECKLIST - All relevant details on list must appear on the tickets and on promotion of the lottery. (refer to the fact sheet for more information)

- ▷ Name of Association
- ▷ Permit Number (eg: D1234).....
- ▷ Ticket price.....
- ▷ Number of Tickets to be issued.....
- ▷ Description and value of Main Prizes.....
- ▷ "Conditions Apply" specified on Prizes with restrictions or conditions.....
- ▷ Date, time and place of draw.....
- ▷ Detail of how winner will be determined (barrel draw, random no. generator, etc) & draw policy...
- ▷ Date of publication of results and newspaper name.....
- ▷ Ticket butt (name, address, phone no., association name).....
- ▷ Contact number for lottery information.....
- ▷ Name of place where prizes are on display (if applicable).....

THIS APPLICATION MUST BE LODGED NOT LESS THAN FOURTEEN (14) DAYS AND NOT MORE THAN THREE (3) MONTHS PRIOR TO THE COMMENCEMENT OF THE LOTTERY

Lodge completed form at:

DARWIN Territory Business Centre, Ground Floor Development House, 76 The Esplanade GPO BOX 9800 Darwin NT 0801 Phone (08) 8982 1700 Fax (08) 8982 1725	TENNANT CREEK Territory Business Centre, Shop 2, Barkly House, Cnr Davidson and Paterson Streets PO Box 9800 Alice Springs NT 0871 Phone (08) 8962 4411 Fax (08) 8962 4413	LICENSING AND REGULATION DARWIN 1st Floor Enterprise House, Cnr Knuckey & Woods Streets, GPO Box 1154, Darwin NT 0801 Phone (08) 8999 1800 Fax (08) 8999 1888
ALICE SPRINGS Territory Business Centre, Peter Sitzler Building, 67 North Stuart Hwy PO Box 9800 Alice Springs NT 0871 Phone (08) 8951 8452 Fax (08) 8951 8591	KATHERINE Territory Business Centre, 1 Randazzo Building, 18 Katherine Terrace PO Box 9800 Darwin NT 0801 Phone (08) 8973 8180 Fax (08) 8973 8188	ALICE SPRINGS Peter Sitzler Building, 67 North Stuart Highway PO Box 8470 Alice Springs NT 0871 Phone: (08) 8951 8452 Fax: (08) 8951 8591

I, (insert full name) _____, as authorised member of (insert Association name) _____, hereby apply for a permit to conduct a minor/ major lottery to raise funds for the association/club. In submitting this application, I declare that I have read and agree to all relevant conditions applying to the conduct of a minor/ major lottery.

Signature: _____ / /20_____

Postal address of Association: _____

Phone No.(bh): _____ Fax No: _____

Email address: _____

DETAILS OF PROPOSED LOTTERY

Maximum No. of tickets: _____ @ \$ _____ each.

Ticket Sales to Commence on: _/_____/20____

Date of Draw : _____/_____/20____ **Time** _____am/pm

Location of Draw: _____

Draw Policy (tick one) – draw policy must be clearly stated on tickets and promotional material:

Prizes drawn in Ascending order. Prizes awarded in order of the draw. First ticket drawn wins first (most valuable) prize.

Reverse Order Draw. Winners drawn in reverse order. Eg. First ticket drawn wins 3rd prize, followed by 2nd prize then 1st Prize.

Other method for determining winner (provide details) : _____

Winners will be notified in writing and results published in (publication) _____ **on** / /20

<u>OFFICE USE ONLY</u>	
CHECK COMPUTER	CHECKED & SATISFIED OF PRIZES
IS ASSOCIATION APPROVED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
INFO- DONATED, DISCOUNTED, ETC	<input type="checkbox"/> YES <input type="checkbox"/> NO
APPLICATION SIGNED BY THE CORRECT PERSON/S?	<input type="checkbox"/> YES <input type="checkbox"/> NO
LOTTERY TICKET SALES WITHIN 3 MONTH PERIOD?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE PRIZES 1/3 OF GROSS TICKET SALES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
TICKET PROOF IS CORRECT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ACTION OFFICER _____ / _____ /20	RECOMMENDED / NOT RECOMMENDED
DIRECTOR OF LICENSING _____ / _____ /20	APPROVED / NOT APPROVED

PRIZES – provide attachment if more than 5 main prizes

All prizes must be detailed in full on the application. If any prizes are donated/discounted then a letter must accompany this application, including the retail value, amount discounted, name and signature of the donor/discounter. If the prize is purchased by the Association, a receipt is to be enclosed with this application or, if not purchased at the time of lodgement of this application, the receipt must be produced with the Statement of Income & Expenditure.

1st Prize: (details) _____

Retail Value: \$ _____ PURCHASED BY ASSOCIATION: DONATED: DISCOUNTED: (tick one)

2nd Prize: (details) _____

Retail Value: \$ _____ PURCHASED BY ASSOCIATION: DONATED: DISCOUNTED: (tick one)

3rd Prize: (details) _____

Retail Value: \$ _____ PURCHASED BY ASSOCIATION: DONATED: DISCOUNTED: (tick one)

4th Prize: (details) _____

Retail Value: \$ _____ PURCHASED BY ASSOCIATION: DONATED: DISCOUNTED: (tick one)

5th Prize: (details) _____

Retail Value: \$ _____ PURCHASED BY ASSOCIATION: DONATED: DISCOUNTED: (tick one)

Incidental Prizes (individually valued at under \$100.00)

Cumulative Value: \$ _____ PURCHASED BY ASSOCIATION: DONATED: DISCOUNTED: (tick one)

Total Value of Prizes: \$ _____

TRAVEL PRIZES - This section to be completed whenever travel is given as a prize

Destination: _____

No. of people: _____ **Duration:** _____ **Prize Valid Until:** ____ / ____ / 20

Details of accommodation/meals: _____

Spending money: YES \$ _____ NO

Travel Restrictions/ conditions

Subject to availability YES NO

Non peak period: YES NO

Travel valid between: _____ / ____ / 20 and _____ / ____ / 20

Is the Travel Prize: Redeemable Non redeemable for cash

Transferable Non transferable

Other Condition/s: _____

Quote Obtained from or donated by (travel agency): _____

CONDITIONS FOR THE CONDUCT A MINOR / MAJOR LOTTERY

1. The lottery may only be conducted by the approved association issued with a Permit to conduct the lottery. The Director of Licensing must be advised of any change to the authorised person. The authorised member will be responsible for the conduct of the lottery.
2. The lottery must be conducted in accordance with the *Gaming Control (Community Gaming) Regulations* and the terms and conditions specified in the application.
3. The maximum sales period is three (3) months unless otherwise approved by the Director of Licensing.
4. The ticket must contain all the information required by the Director of Licensing.
5. The value of the prizes to be distributed in the lottery must not be less than one-third of the total value of the tickets that may be sold in the lottery.
6. Liquor must not be a "principal prize" in a lottery (this include prizes consisting solely of money and liquor). Firearms, weapons, ammunition, explosives and tobacco products must not be offered as prizes.
7. The permit holder must preserve all the prizes offered until the prize-winners take possession of them or they are disposed of in accordance with the *Gaming Control (Community Gaming) Regulations*.
8. Any change to the prizes, duration of lottery, place, date or time of lottery draw will require approval from the Director of Licensing.
9. The lottery must be drawn on the date specified and prizes shall be awarded to the winners in strict accordance with the rules of the lottery unless otherwise approved by the Director of Licensing. In the event of any dispute, complaint or investigation concerning the conduct or outcome of a lottery, it shall be the sole responsibility of the permit holder, at the permit holder's cost, to demonstrate compliance with these conditions to the reasonable satisfaction of the Director of Licensing.
10. The holder of a ticket in a lottery does not have to be present at the drawing of the lottery to be eligible for a prize.
11. Two (2) Office Bearers of the Approved Association must be present at the drawing of a major lottery
12. The results of the lottery must be published as specified in the application and on the ticket, but irrespective, in the local newspaper not later than 14 days after the draw.
13. All prizes must be given as offered. Prizes unclaimed for more than 3 months after the date of draw must be surrendered to the Director of Licensing.
14. Any tickets sold but not included in the draw must be refunded within 60 days after the draw. The nominated officer conducting the lottery must take all practicable steps to ensure that the money paid for the ticket is returned to the purchaser and if the purchaser cannot be contacted, the money must be paid to the Director of Licensing for deposit into the Community Benefit Fund.
15. A Statement of Income & Expenditure for the lottery must be lodged with this office not later than 2 months after the draw. Documentary evidence of all winners having received their prize, evidence of profit i.e. "bank receipt", originals or "certified true copies" of all receipts of **ALL** expenditure, and a list of all tickets not included in the draw, must accompany the Statement.
16. The Approved Association must ensure the financial records relating to the lottery conducted by the Association during its financial year are audited and kept for a period of not less than 2 years for a minor lottery and 7 years for a major lottery. A qualified audit reports must be submitted to the Director of Licensing within 14 days of the report being received by the association.
17. The proceeds from the lottery must be banked as soon as practicable.
18. No person or association whether or not it is connected with the Approved Association, shall receive a payment, fee, commission, remuneration or any other benefit whatsoever in relation to

the organisation or conduct of a major lottery, unless the Director of Licensing grants prior approval.

19. Prizes subject to restrictions and conditions, such as travel prizes, must clearly display the term "Conditions Apply" on the ticket and any lottery promotion.
20. Goods offered as a prize, other than prizes that cannot be practically displayed such as monies or travel, shall be available for public display throughout the ticket selling period. The public shall be given reasonable access to view such prize or prizes. The prize or prizes shall be described on the ticket to the satisfaction of the Director of Licensing.
21. The permit to conduct a minor or major lottery cannot be assigned, contracted or sub-contracted to another party.
22. A "MOST TICKET SELLERS" prize is not permitted, however 'winning ticket seller's' prizes are allowed.
23. The Lottery shall be conducted in a manner that complies with the NT [Code of Practice for Responsible Gambling](#).
24. All tickets included in the draw, and those unsold, must be retained by the Association for a period of 12 months.

NOTICE IN ACCORDANCE WITH THE INFORMATION ACT (INFORMATION PRIVACY PRINCIPLE 1)

The Licensing and Regulation Division of Department of Justice is seeking information from you for the purposes of your application.

Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided.

- You are able to access your personal information that you have provided by making a written request to the Director of Licensing.
- The information is required pursuant to enable the licensing authority to assess your application, which may involve seeking information from Police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to obtain information about you and your application.
- The information will be kept confidential except as required by law, e.g. where the information is part of the public register or is required to be made public.

You do not have to provide information if you do not wish to do so. However, this may prevent the Licensing Authority from making a determination on your application.