

## LICENSING, REGULATION AND ALCOHOL STRATEGY

### Application for a Permit to Conduct a Minor/Major Lottery

#### Conditions for the Conduct of a Minor/Major Lottery

1. This application is only required for lotteries with ticket sales in excess of \$5000.
2. 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.
3. The lottery must be conducted in accordance with the *Gaming Control (Community Gaming) Regulations* and the terms and conditions specified in the application.
4. The maximum sales period is three (3) months unless otherwise approved by the Director of Licensing.
5. The ticket must contain all the information required by the Director of Licensing.
6. 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.
7. 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.
8. 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*.
9. Any change to the prizes, duration of lottery, place, date or time of lottery draw will require approval from the Director of Licensing.
10. 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.
11. 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.
12. Two (2) Office Bearers of the Approved Association must be present at the drawing of a major lottery

#### LICENSING, REGULATION AND ALCOHOL STRATEGY

##### Darwin

Level 1, Enterprise House  
28-30 Knuckey Street, Darwin  
GPO Box 1154, Darwin, NT 0801  
Ph: 08 8999 1800  
Fax: 08 8999 1888

##### Katherine

18 Katherine Terrace, Katherine  
GPO Box 2138, Katherine NT 0850  
Ph: 08 8972 8906  
Fax: 08 8972 8910

##### Alice Springs

1<sup>st</sup> Floor Belvedere Hse  
Cnr Parsons & Bath Sts  
GPO Box 8470, Alice Springs NT 0871  
Ph: 08 8951 5195  
Fax: 08 8951 8591

13. 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.
14. 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.
15. 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.
16. 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.
17. 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 report must be submitted to the Director of Licensing within 14 days of the report being received by the association.
18. The proceeds from the lottery must be banked as soon as practicable.
19. 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.
20. Prizes subject to restrictions and conditions, such as travel prizes, must clearly display the term "Conditions Apply" on the ticket and any lottery promotion.
21. 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.
22. The permit to conduct a minor or major lottery cannot be assigned, contracted or sub-contracted to another party.
23. A "most ticket sellers" prize is not permitted, however 'winning ticket seller's' prizes are allowed.
24. The Lottery shall be conducted in a manner that complies with the NT Code of Practice for Responsible Gambling.
25. All tickets included in the draw, and those unsold, must be retained by the Association for a period of 12 months.
26. 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
27. Forms must be lodged at Territory Business Centres.

Name of Association

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Application checklist (refer to factsheet for more information). This checklist 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 factsheet for more information)

- Name of association
- Permit number (e.g. 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)



**Details of Proposed Lottery**

Maximum number of tickets

<p>_____ tickets @ \$ _____ each</p>
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Ticket sales to commence on

<p>_____ / _____ / 20</p>
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Date of draw	Time of draw
_____ / _____ / 20	_____

Location of draw

<p>_____</p>
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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 2<sup>nd</sup> prize then 1<sup>st</sup> prize
- Other method for determining winner (provide details):

Winners will be notified in writing and results published in (publication):

<p>_____</p>
<p>on _____ / _____ / 20</p>

## 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.

1 <sup>st</sup> Prize (details):	
Retail value: \$	
<input type="checkbox"/> Purchased by Association <input type="checkbox"/> Donated <input type="checkbox"/> Discounted	Tick one

2 <sup>nd</sup> Prize (details):	
Retail value: \$	
<input type="checkbox"/> Purchased by Association <input type="checkbox"/> Donated <input type="checkbox"/> Discounted	Tick one

3 <sup>rd</sup> Prize (details):	
Retail value: \$	
<input type="checkbox"/> Purchased by Association <input type="checkbox"/> Donated <input type="checkbox"/> Discounted	Tick one

4 <sup>th</sup> Prize (details):	
Retail value: \$	
<input type="checkbox"/> Purchased by Association <input type="checkbox"/> Donated <input type="checkbox"/> Discounted	Tick one

5 <sup>th</sup> Prize (details):	
Retail value: \$	
<input type="checkbox"/> Purchased by Association <input type="checkbox"/> Donated <input type="checkbox"/> Discounted	Tick one

Incidental Prizes (individually valued at under \$100):	
Cumulative value: \$	
<input type="checkbox"/> Purchased by Association <input type="checkbox"/> Donated <input type="checkbox"/> Discounted	Tick one

Total value of Prizes

\$
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### Travel Prizes

Destination

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No. of people	Duration

Prize valid until

/	/ 20
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Details of accommodation/meals

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Spending money

Yes

No

Travel Restrictions / Conditions		
Subject to availability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non peak period	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Travel valid between

/	/ 20	and	/	/ 20
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Is the travel prize

Redeemable

Transferable

Non redeemable for cash

Non transferable

## Other Conditions


Quote obtained from or donated by (travel agency):

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**Office Use Only**

Check Computer	Checked and satisfied of prizes
Is Association approved?	Yes / No
Info – Donated, discounted etc.?	Yes / No
Application signed by the correct person/s?	Yes / No
Lottery ticket sales within 3 month period?	Yes / No
Are prizes 1/3 of gross ticket sales?	Yes / No
Ticket proof correct?	Yes / No
Action Officer (        /        / 20        )	Recommended / Not Recommended
Director of Licensing (        /        / 20        )	Approved / Not Approved

## ***Gaming Machine Act***

### **Notice In Accordance with the Information Act (Information Privacy Principle 1)**

Licensing, Regulation and Alcohol Strategy (LRAS – a division of NT 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.

- a) You are able to access your personal information that you have provided by making a written request to the Director of Licensing.
- b) The information is required pursuant to the *Gaming Control Act*. The Act requires that certain matters must be considered when deciding whether or not to approve an application.
- c) The information will be kept confidential except as follows:
  - i. Information may be sought 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 verify information about you and your application.
  - ii. If a hearing is involved, information will be released to the parties, Commission or the Court, as required by the Act.
  - iii. Registers of licences and permits will be maintained and may be made available to the public on request.
- d) You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the Act.

Website: [www.nt.gov.au/justice/licenreg](http://www.nt.gov.au/justice/licenreg)

#### **TERRITORY BUSINESS CENTRES**

TOLL FREE LINE: 1800 193 111 (Australia Wide)

<b>Darwin</b>	<b>Katherine</b>	<b>Tennant Creek</b>	<b>Alice Springs</b>	<b>Postal Address</b>
Development Hse 76 The Esplanade Darwin NT 0800 Phone: (08) 8982 1700	1 Randazzo Bldg 18 Katherine Tce Katherine NT 0850 Phone: (08) 8972 8906	Shop 2, Barkly Hse Cnr Paterson & Davidson Sts Tennant Creek NT 0860 Phone: (08) 8962 4411	Peter Sitzler Bldg 67 Nth Stuart Hwy Alice Springs NT 0870 Phone: (08) 8951 8524	GPO Box 9800 Darwin NT 0801 <a href="http://territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>

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