

APPLICATION FORM FOR REGISTRATION OF NON-COMMERCIAL SOCIETY

Additional document required:

- **Letter of Appointment (see guidance notes below)**

To:

**Licensing
Guildford Borough Council
Millmead House
Millmead
Guildford Surrey
GU2 4BB**



**GUILDFORD
BOROUGH**

*this is the local authority for the area in which
the principal premises of the society are situated*

SECTION A – Details of society applying for registration

1. Name of society

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 If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application?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

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)

Day time
telephone
Number

Email
Address
(Mandatory)

SECTION C – Contact details for correspondence associated with this application

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)

Telephone number

Email address

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. Call Customer Services on 01483 505050 to make payment of the registration fee of £40.
- c. Attached a letter of appointment (see guidance notes below).

d. I 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.**
- (d) This application must be accompanied by a letter of appointment confirming the two members authorised by the Society or its governing body to submit returns to the Licensing Authority (Schedule 11, Part 4, Paragraph 39, Gambling Act 2005). All signatories must be aged 18 years or over.**

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB (email: foi@guildford.gov.uk).