

APPLICATION FORM FOR REGISTRATION OF NON-COMMERCIAL SOCIETY

If you are completing this form by hand, please write in block capitals using black ink. Please return completed form to licensingmisc@oxford.gov.uk or to the address below:

**Business Regulation Team – SA3.2D
St Aldates Chambers
109 St Aldates
Oxford
OX1 1DS**

Code: K9571 ED16

www.oxford.gov.uk



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 If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application?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

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 below

Address (including postcode)

Telephone number

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

SECTION D – Declaration

15. Please complete the following declaration and checklist:

I,

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.

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

APPLICATION FEE:

Initial fee for new application £40.00

ANNUAL FEE:

Registration remains in force for 364 days after it has been issued. To ensure your registration remains active, please ensure you diarise to renew 2 months prior to the expiry date you are provided. Annual renewal is charged at £20.00 and you can contact us by emailing licensingmisc@oxford.gov.uk to arrange renewal.

Should you miss this deadline and fail to pay the annual fee, your registration will be cancelled and you will be required to re-apply and pay a new £40.00 fee.

Card payments are preferable and we will call to take this over the telephone on receipt of your application. If you wish to pay by cheque this should be made payable to Oxford City Council.