

Application for a Licence to Conduct a Membership Lottery

The Information Notes attached to this form will assist you to complete this application. Please read them carefully. Please enclose your licence fee and a Remittance Advice form with this application. You will receive a receipt when your licence is issued.

Privacy Act 1993: The particulars in this form which relate to individuals is personal information in terms of the Privacy Act. This information is required so that the Department of Internal Affairs can consider the society's application under the Gaming and Lotteries Act 1977. The information will be held by the department and may also be disclosed to the Police for character checking. Any person about whom this information is collected has the right of access to, and correction of, that information.

1 Society Details *Refer to Information Note 1*

Name of Society

Postal Address

If Gaming Licensing has issued a licence to your society *within the last two years* please provide the licence number:

If *not* please supply a copy of your society's constitution.

2 Contact Information *Refer to Information Note 2*

Give the following information about the society's secretary and the lottery organiser.

Name of Secretary

Daytime Phone No.

Name of Organiser

Daytime Phone No.

Address

Fax

Email

3 Authorised Purposes *Refer to Information Note 3*

Purposes for which funds are being raised – *you may use the authorised purposes on your gaming machine licence if you wish.*

Continue on separate sheet if necessary

4 Lottery Dates and Prizes *Refer to Information Note 4*

Please detail how the lottery will operate:

Date of First Draw:

Frequency of Draws (*weekly, monthly*):

Number of Draws:

Date of Last Draw:

Total Prize Pool \$

Draw Prize Pool \$

Prizes in each Draw:

5 Authorisation *Refer to Information Note 5*

I, _____
Full Name of Organiser

Hereby seek approval to organise a Membership Lottery for

Full Name of Society

I understand that if a licence is issued conditions will be attached to the licence. Failure to comply with the conditions may result in prosecution for organising an illegal lottery. I authorise the New Zealand Police to release to the Department of Internal Affairs details of any conviction recorded against me.

Organiser's Signature

Dated / /

6 Checklist

In order that your application may be processed as quickly as possible please ensure that you have included the following documents with your application:

- Licence fee (refer to the Remittance Advice form).
- Completed Remittance Advice form.
- Your society's constitution and minutes (if necessary)

Contact Details

Gaming Licensing Office

PO Box 10-095

Wellington

Tel: 0800 257 887 or

(04) 494-0700

Fax: (04) 494 0656

Email: gaming.licensing@dia.govt.nz

Application for a Licence to Conduct a Membership Lottery

This information leaflet is divided into three sections:

A General Information **B** Application Form **C** General Issues

A General Information

A Membership Lottery is a special type of lottery run on club premises over several weeks. There are regular draws (usually weekly) to find a winner and a runner-up. The member whose number is drawn first and is on the society's premises wins the first prize. If that member is not on the premises, the first prize is carried over to the next draw. The runner-up prize must always be won in each draw. The club must nominate a prize pool at the beginning of the lottery and that prize pool must be **entirely** distributed by the conclusion of the final draw.

Do you require a licence?

Your society must obtain a licence from Gaming Licensing when the total value of prizes in the membership lottery is over \$500.

You do not require a licence to conduct a membership lottery where the total value of the prizes offered is \$500 or less. However, section 34 of the Act sets out mandatory conditions for these lotteries. You can apply to Gaming Licensing for an exemption from most of these conditions. If you require an exemption, please complete an "Application for Exemption" form instead of this form.

Licence Fee

The licence fee for a Membership Lottery is \$85. Cheques should be made out to the Department of Internal Affairs. A receipt for the fee will be returned to you.

Processing Time

Applications will take up to 10 working days to process and sufficient time should be allowed by societies when applying. Please make sure that your application is complete, since incomplete applications are likely to be returned to you to complete.

B Application Form

Note 1 **Society Details**

Under the Gaming and Lotteries Act 1977 only a society, as defined by the Act, may apply for a licence to conduct a membership lottery. If Gaming Licensing has previously issued a gaming machine or any other gaming licence to your club, it is likely that the club meets the criteria of the Act. However, if your society has not had a licence before, you should attach a copy of the club's constitution to the application form.

Note 2 **Contact Information**

Please ensure that contact information is accurate and, if available, include a mobile phone number and email address. The organiser is the member of your society who has been nominated to organise and oversee the conduct of the lottery. The licence will be sent to the organiser and he or she will be responsible for ensuring that it is properly displayed on the society's premises. If we require additional information we will contact the organiser between 8 am and 5 pm on weekdays.

Note 3 **Authorised Purposes**

If your society holds a licence to operate gaming machines, your existing statement of authorised purposes will suffice for this licence.

Typical club authorised purposes include:

- Building work, where the principal purpose of the work is for the direct use of society members. Excludes property purchases for commercial or investment purposes.
- Payment of the club's mortgage.
- Provision, maintenance and development of club buildings, furniture, fittings, grounds and equipment. This excludes the provision and maintenance of the bar area.
- Sky tv rental, electricity, gas, fire safety equipment and security alarm for the club.
- Provision of welfare assistance to needy members.
- Assistance to sporting adjuncts of club for bona fide amateur sporting activities.
- Provision, running and maintenance of club vehicle for sporting and welfare purposes.
- Donations to registered charitable or community organisations outside the club.

Note 4 **Lottery Dates and Prizes**

Details of how the lottery is to be conducted must be clearly stated on the application form. The date of, and the prizes available for, each draw in the lottery must be clearly stated. For example, say a society wanted to run the following lottery proposal:

The lottery will consist of 10 weekly draws, each draw conducted on Friday, starting on 27 April 2001. The prizes for each draw will be \$100 first prize for the member whose membership number is drawn on the night, if that member is present at the time, and a \$25 runner-up prize to the next member present whose number is drawn. The runner up prize will be allocated each week. If the first prize in a draw is not won, it will be added to the first prize in the following week's draw. All prizes carried over to the last draw will be won in that draw. If the first member whose number is drawn in the last draw is not present on the night of the final draw, the draw will be conducted again immediately, until the first prize is won.

The the above example the society would need to put the following details on the application form:

Date of first draw: 27 April 2001
Frequency of draws: Weekly
Number of draws: 10
Date of last draw: 29 June 2001
Total prize pool: \$1,250
Draw prize pool: \$125
Prizes in each draw: \$100 first prize, \$25 runner-up prize

The period covered by the first and last draw dates may not exceed 6 months. The total prize pool may not exceed \$5,000.

Prizes must be available to winners at no additional cost. If prizes are not cash prizes, please specify their retail value. Please note that the following may not be offered as prizes:

- Firearms and ammunition
- Alcohol
- Land not zoned residential
- Vouchers or entitlements for the above
- Secondhand goods

Note 5 **Authorisation**

This section requires the organiser to acknowledge his or her responsibilities in organising a membership lottery on your society's behalf. It also authorises the release of information held by the New Zealand Police regarding any conviction against the organiser.

C **General Issues**

Displaying the licence

The conditions of your society's licence will require you to display the licence at least 7 days before the first draw date and during the licensed period. This is to ensure that the members of your society are aware that the lottery is being legally operated and it enables them to be aware of how the lottery will be run.

Other matters

As the society's members pay for the lottery as part of their membership fees, there is no need to provide a separate audit of the lottery. You are not required to notify the Police or to provide tickets for this lottery.

Return Address

Please forward your completed application with supporting documentation and application fee to:

Gaming Licensing Office

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Wellington

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Fax: (04) 494 0656

Email: gaming.licensing@dia.govt.nz