

Application for a Licence to Conduct a Lottery

This information leaflet is divided into four sections:

A General Information **B** Application Form **C** Audit Information **D** Draft Ticket and Butt

A General Information

Do you require a licence?

Your Society must obtain a licence from Internal Affairs when the total value of prizes in the lottery is over \$500.

You do not require a licence to conduct a lottery where the total value of prizes offered is \$500 or less. There are special conditions relating to these lotteries and societies should become familiar with them. Internal Affairs can supply information about these conditions.

Licence Fee

Please refer to the Remittance Advice form for the scale of fees for gaming licence applications. 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 at least two weeks to process and sufficient time should be allowed by societies when applying. This is a guideline as to the minimum time required to process your application. If your application is complex or unusual, longer than two weeks may be required.

Advertising a Lottery

Any notice or advertisement for the lottery may only include the information contained on the approved ticket.

Is More than One Organisation Benefiting?

More than one organisation may benefit from the profits of the lottery; however, only one "Society" will be licensed. When two or more organisations are benefitting from the proceeds, the percentage split or amount each organisation will receive, and for what purpose(s), must be clearly indicated in this section. For example, Dunrovin School PTA (the licensed Society) 60% of profits for the renovation of the school gymnasium, and Dunrovin Rugby Club 40% of profits for the purchase of sports equipment. If more than one organisation will be assisting in the conduct of your lottery, the licensed Society will be held responsible for the actions of any other group helping with the lottery. For that reason, Internal Affairs encourage signed agreements between the licensed Society and all other parties involved. Internal Affairs will need to sight any agreements you have with other parties. Any dispute between parties will need to be resolved among yourselves. If more than one organisation is assisting in the organising or conduct of the lottery, please supply postal addresses for those organisations.

Are You Raising Funds for Travel?

If you are applying to conduct a lottery in order to raise funds for travel then you will have to supply a copy of your members itinerary and a copy of the programme for the event (where applicable).

Note 4 **Lottery Dates**

The first date you wish to sell tickets should take into account the time required to process your application, print your tickets and distribute those tickets to sellers. The closing date for ticket sales must be no later than three months from the date tickets go on sale. Where a lesser selling period than three months is involved an extension of the selling period up to three months may be approved on application to Internal Affairs. Where the initial selling period was the maximum of three months, any extension, if granted, will not usually exceed two weeks. Applications to extend the selling period will not usually be approved if received later than the closing date printed on the tickets.

The prize claim period should be a period between four to twelve weeks from the closing date, to allow prize winners sufficient time to claim their prize.

Note 5 **Police Supervision**

The lottery must be drawn at a Police Station or supervised by either a member of the Police or an Inspector of Gaming. Lotteries are usually drawn within one week of closing. A draw cannot be held on Christmas Day or Good Friday, or before 1pm on Anzac Day. Please state at which Police Station the draw will be conducted.

Note 6 **Ticket Details**

Please detail the cost per ticket and the number of tickets in your lottery. A draft layout or printers proof of your ticket must accompany your application. A specimen ticket is on the last page of this information leaflet, which you should use as a checklist. All the arrowed information is required on your society's lottery ticket. Your tickets must be consecutively numbered, and only those trade advertisements approved by Internal Affairs can be shown on the ticket. If more than one organisation is sharing in the lottery profits, the percentage split must be shown on the tickets. Tickets cannot be held in the name of, or on behalf of, your society, or in the name of, or on behalf of any other society assisting in the conduct of the lottery.

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 lottery. A society is a charitable organisation which is established and conducted entirely for non-commercial purposes.

State the Society's full name. If incorporated state the exact name under which it is registered. When issued the licence will be posted to the address on this application form.

Note 2 **Contact Information**

Please ensure that contact information is accurate and if available please include mobile phone and/or fax numbers. The organiser is the member of your society who has been nominated to organise and oversee the conduct of the lottery. If we require additional information we will contact the organiser during working hours.

If you are using the services of a Licensed Promoter to conduct your lottery, you must fill in a "Regulation 17" Agreement about the costs. Copies are available from Gaming Licensing.

Note 3 **Authorised Purposes**

Licensed lotteries may only be run to raise money for an authorised purpose. This is defined by the Gaming and Lotteries Act as "any charitable, philanthropic, cultural or party-political purpose, or any other purpose that is beneficial to the community or any section of it." As this is a broad definition, please be specific about what your society is raising funds for. If you have any questions regarding your society's authorised purpose you should contact the Gaming Licensing Office.

Generally, funds raised by lotteries must be used for projects or purposes within the area of your Society's boundaries (and generally only within New Zealand).

Note 7 Prizes

- Prizes must be available to prize winners at no additional cost and must be worth at least 20% of the lottery gross potential income.
- Include brand names/model numbers and any conditions that apply. If you are offering travel prizes, details of transfers, accommodation, meals etc must be included on the application form.
- Please note that irrespective of whether prizes have been donated or purchased, the value quoted should be the retail value at the time of application.
- If you are offering a discount as a prize, an alternative prize to the discount must also be offered
- When a cash alternative is offered, this must be clearly shown on the application form and ticket.
- Once ticket sales start prizes cannot be changed

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 8 Previous Offences

Please advise as to when any conviction or licence cancellation occurred and the circumstances or reasons relating to this.

Note 9 Authorisation

This section requires the organiser to acknowledge his or her responsibilities in organising a 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 Audit Requirements

When your society is issued with a licence, it will also receive an audit and prize statement.

Your society has three months from the last date of the draw period to complete the audit and prize statement and return it to Internal Affairs. Audit extensions may be granted upon application to Internal Affairs. If an audit statement is not received, no new gaming licences will be issued until it is received and approved.

Your Auditor

This person cannot be associated with the conduct of the lottery, or with your licensed promoter if you are employing one.

Retention of Documents

Although you are not required to attach any other receipts or documentation to your audit, **your society must retain all unsold tickets, invoices, statements and other documentation relating to the lottery, for a period of six months from the date your audit was submitted to Internal Affairs.** These documents are to be produced upon request.

D Draft Ticket and Butt

The following items must appear on the ticket and on the printers proof or draft layout of the ticket which should accompany this application. Use this as a checklist.

The diagram shows a 'BUTT' (left) and a 'TICKET' (right) for 'Dunrovin School P.T.A. LOTTERY'. The butt contains: Society's Name (Dunrovin School P.T.A.), Lottery title, Organiser details (Joe Bloggs, 11 Hobson Street, Dunrovin), Name, Address, Phone, and Ticket number (0012). The ticket contains: Society's Name, Price (\$5.00, \$20 for a book of 5 tickets), Licence #xxx, All proceeds to go to building fund for new gym., Lottery Closes (1 July 2001), Lottery Drawn (14 July 2001), Results Published (16 July 2001), Papers (Dunrovin Times, Wellington Post), Organiser details (Joe Bloggs, 11 Hobson Street, Dunrovin), and Ticket number (0012). A checklist on the right points to these elements.

Checklist:

- Society's Name.
- The cost of the ticket, if applicable the discount price for a book.
- These words must appear.
- Licence Number.
- Your society's authorised purpose. What you are raising money for.
- Closing Date.
- Date lottery will be drawn.
- Where the results will be published.
- The ticket number.
- The number of tickets in your lottery.

Butt Labels:

- Society's Name.
- Name and address of organiser. Your society's box number may be used.
- Player name and address.
- The ticket number.

Ticket Labels:

- A list of prizes and their retail value also the cash equivalent if offered.
- Name and address of organiser. Your society's box number may be used.

Contact

Gaming Licensing Office
State Insurance Building
46 Waring Taylor Street
PO Box 10-095
Wellington
Tel: (04) 494-0700

Application for a Licence to Conduct a 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 your society has been issued with a gaming licence *within the last two years* please provide the licence number:

If *not* please supply a copy of your society's constitution and the minutes of a recent meeting

2 Contact Information *Refer to Information Note 2*

Give the following information for the Secretary and the Organiser

Name of Secretary

Residential Address

Daytime Phone No. ()

Name of Organiser

Date of Birth / /

Residential Address

Daytime Phone No. ()

Fax No. ()

Are you using a licensed promotor to promote your lottery

Yes No

3 Authorised Purposes *Refer to Information Note 3*

Purpose for which funds are being raised – please be specific.

Continue on separate sheet if necessary

4

Lottery Dates *Refer to Information Note 4*

____ / ____ / ____ First date on which you wish to sell tickets

____ / ____ / ____ Closing date/last day on which you wish to sell tickets
(must be within 3 months of start date of selling tickets)

____ / ____ / ____ Last date prizes can be claimed *(should be a period between 4-12 weeks from closing date)*

Drawing Date <i>(within 3 weeks of closing date)</i>	Publishing Date <i>(within 7 days of draw date)</i>	Newspaper(s) results published in
____ / ____ / ____	____ / ____ / ____	_____
____ / ____ / ____	____ / ____ / ____	_____
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5

Police Supervision *Refer to Information Note 5*

Which Police Station will supervise the draw?

6

Ticket Details *Refer to Information Note 6*

A printers proof or draft layout must accompany this application. Do not print tickets until the licence has been issued.

In which area do you intend to sell your tickets?

Regional or **National**

Ticket Price: \$ _____ per ticket or \$ _____ for a book of _____ tickets.

Limited to: _____ tickets

Numbered from: _____ to: _____

9**Authorisation** *Refer to Information Note 9*

Full Name of Organiser

I,

Hereby seek approval to organise a 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. I authorise the making of any other necessary enquiries in regard to my character.

Organiser's Signature

Dated / /

10**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 where applicable:

- Licence fee (for a scale of fees please refer to the Remittance Advice form).
- Completed Remittance Advice form.
- A printers proof or draft layout of the ticket.
- Your society's constitution and minutes from a recent meeting (if you have not applied for a gaming licence within the last two years).

Return Address

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

Gaming Licensing Office
State Insurance Building
46 Waring Taylor Street
PO Box 10-095
Wellington
Tel: (04) 494-0700