



Application Form for Registration of Non-Commercial Society

If this is a **renewal of your previous licence**, CNES will **not accept the application** until a **'Statement of Matters'**, signed by two appointed members of the Society, is **sent to the Licensing Office at CNES** for each draw made under the previous licence.

This statement should consist of information with which the Council can monitor and ensure the lottery meets the conditions of being a Small Society Lottery and should include;

- The general arrangements for the lotteries (including dates of draws and prizes).
- The proceeds of each lottery.
- The cost of prizes provided.
- Organisational costs.
- Amounts applied to a purpose of the society.
- General expenses.

Send application to:
Licensing Office
Western Isles Council
Sandwick Road
Stornoway
Isle of Lewis
HS1 2BW

SECTION A – Details of society applying for registration

1. Name of Society:

2. Address (including postcode) of office or head office of society:

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3. Telephone number of society:

4. Please state the purpose(s) for which the society is established and conducted:

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5. If the society is a registered charity, please give the society's unique charity registration number:

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 If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application?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

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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. Date of Birth:

12. Capacity:

13. Address (including postcode):

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14. Daytime telephone number:

Email address (if the applicant is happy for correspondence in relation to this application to be sent via email):

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SECTION C – Contact details for correspondence associated with this application

15. 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):

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Telephone number:

Email address (if the applicant is happy for correspondence in relation to this application to be sent via email):

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SECTION D – Declaration

16. 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. enclose payment of the **registration fee of £40** (cheques should be made payable to 'Comhairle Nan Eilean Siar).

c. will pay an **annual fee of £20** to Comhairle Nan Eilean Siar.

d. **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 Comhairle Nan Eilean Siar 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 or a relevant offence, or**
- (c) information provided in or with the application is false or misleading.**

Data Protection Privacy Notice

Comhairle nan Eilean Siar, Council Offices, Sandwick Road, Stornoway, Isle of Lewis HS1 2BW will use your personal data to the extent that it is necessary in order to process your application and to carry out its public functions in the public interest as a licensing authority.

The Comhairle will hold your data securely and will share it only with organisations where it is required by law or it is in the public interest to do so, including auditors, law enforcement agencies and other public bodies concerned with the administration of public funds in order to prevent and detect fraud. Your data will be kept for the duration of the service and for any further period for which the Comhairle is required by law to keep it, or considers appropriate in accordance with its file retention policy.

You have the right to request access to the data which the Comhairle holds; to request rectification, erasure or restriction of it; and to object to the Comhairle's processing of it. You also have the right to lodge a complaint with the Information Commissioner's Office if you feel that the Comhairle has not handled your data properly.

More information on your rights, and how the Comhairle uses personal data, is available at <https://www.cne-siar.gov.uk/your-council/data-protection/>. Please contact the Comhairle's Data Protection Officer, Tim Langley (dataprotection@cne-siar.gov.uk), if you have any queries about the Comhairle's use of your personal data.