

Appendix 4 – Gambling Commission Requirements

To run a local authority lottery, the council will need to apply for a licence from the Gambling Commission. This is a straightforward process, although someone would need to be nominated as the lead officer to be responsible for the licence. The application requires the Council to submit a business plan and demonstrate how relevant staff will be trained and how processes relating to the lottery will be reviewed. These tasks will be managed by the External Lottery Manager. The Council must also submit a staff structure showing the roles of any staff involved in the running of the lottery, the Council's constitution and DBS checks where required.

For local authority lotteries promoted under licence from the Commission, accounting records must be retained for a minimum of three years from the date of any lottery to which they relate and they must be made available for inspection by the Commission on request. These records must contain, in respect of each lottery, details of the:

- the total proceeds;
- the amount allocated to prizes;
- the amount of proceeds allocated to expenses, and details of those expenses;
- the amount applied directly to the purposes of the society or the purposes for which the local authority has power to incur expenditure as the case may be; and
- the number of sold and unsold tickets in each lottery.

Where the cumulative proceeds of lotteries promoted by a society or local authority exceed £1,000,000 in a calendar year, the Commission must be sent a written confirmation from a statutory auditor that the proceeds of those lotteries have been fully accounted for in annual audited accounts. Such confirmation must be provided within ten months of the end of the period to which the accounts relate.

Licence holders must take all reasonable steps to ensure that information about how to gamble responsibly and how to access information and help in respect of problem gambling is readily available.

Further information can be obtained from the licensing pages on the Gambling Commission website: <http://www.gamblingcommission.gov.uk/Gambling-sectors/Lotteries/Getting-a-licence/Applying-for-a-licence/How-do-I-apply/How-do-I-apply.aspx>

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