

**Aberdeenshire Licensing Boards****Gambling Act 2005****Small, Non-Commercial Society's Lottery Scheme**

*(to be used only where total annual proceeds do not exceed  
£250,000)*

1. Name of the Society

2. Address of the Society

3. Date on which the Society's governing  
body approved this scheme.

4. Date on which this modified scheme  
came into effect.

*(Question 4 should only be completed where a Society has altered the Scheme submitted when first registering with the Board – for example, deciding to run an additional lottery each year. It should be noted that at least 4 weeks must elapse between the Board receiving a copy of the modified scheme and that modified scheme coming into effect).*

5. The Society named above declares that the number of lotteries which it intends to promote under this scheme and during the period of the society's registration with the Board under Schedule 11 to the Gambling Act 2005 will not exceed the number stated in the box on the right in any period of 12 months.

6. The total value of tickets or chances sold in any one lottery to be promoted under the scheme shall not exceed the sum of £20,000.

7. The amount or value of the single largest prize to be awarded in any lottery to be promoted under the scheme shall not exceed £25,000.

8. The proportion of the whole proceeds of any lottery which may be appropriated for prizes and expenses combined in the lottery shall not exceed 80%.

9. A minimum of 20% of the whole proceeds of the lottery must be applied to the purposes of the Society.

10. The total value of the tickets or chances sold in all lotteries held in any one calendar year and promoted on behalf of the society shall not exceed the sum of £250,000.

See notes overleaf

NOTE:-

Each society must draw up a lottery scheme.

***You must attach a copy of the Lottery Scheme to your application.***

Your Lottery Scheme must, for example:-

- Formally decide it wishes to run a lottery or lotteries and what format those lotteries will take i.e. raffles, 100 clubs, instant scratch cards
- Determine who is to be the promoter for the lottery or lotteries on behalf of the Society and procedures for formally appointing that person
- Determine when each lottery will take place in each calendar year
- Determine when tickets will be placed on sale and how much tickets will cost.
- Determine the value of prizes in each lottery
- Determine the procedures for drawing the lottery and recording details of the winners.
- Determine procedures for recording of numbers of unsold tickets, expenses paid out in promoting the lottery
- Determining the two persons to be responsible for submitting lottery returns to the Board on behalf of the society within three months of the date of each lottery and procedures for formally appointing those persons

All decisions taken regarding the promotion of the lottery should then be written down. This becomes the Lottery Scheme. It can take the format of a Minute of a Meeting of the Society held for the purpose of promotion of lotteries.

Where a society makes any changes to the procedures it has set out for lotteries or where persons appointed change, the society requires to formally amend its scheme. The society will then require to contact the Board for a Form 2 to complete and submit along with a copy of its amended scheme. This must be done at least 28 days in advance of the date from which the amendments are to take effect.