

Lottery submissions online

Guidance notes

The Gambling Commission's *Licence conditions and codes of practice* (LCCP) require that for each lottery promoted in reliance of an operating licence, a lottery submission must be made to the Commission.

This must happen within three months of the date of the determination of the lottery or, in the case of an 'instant lottery', within three months of the last date on which tickets in the lottery were on sale.

Completing lottery details online

Societies are required to submit lottery submissions electronically via [eServices](#), which can be accessed via the Gambling Commission website. The nominated web-administrator will need to grant access to those named as a contact on the operators' account who will be responsible for inputting the lottery submissions. The eServices system can be used for lottery submissions, regulatory returns and notification of key events.

Every lottery submission must be verified as correct prior to submission by either:

- the holder of a personal licence issued under part 6 of the Act; **or**
- a qualified person as defined in the Gambling Act 2005 (Definition of small scale operator Regulations 2006); **or**
- the designated person named on tickets in the lottery as having responsibility within the society for promotion of the lottery

Where an ELM makes the submission on behalf of a society one of the above named persons at the society must agree the submission with the ELM before it is made.

Key lottery information

Lottery date

The lottery date is the date of the draw, or in the case of "instant" lotteries the expiry date of the tickets, or the last date tickets were available for sale. The date entered must be on or before the current date.

Lottery type

This is a pre-defined list that the where a single selection will need to be made. The options are:

- Subscription
- Raffle Style
- Scratchcards retail (this includes online lottery instant win products)
- Scratchcard vending machines.

Income from ticket sales

This is the **proceeds** of the lottery – the value of ticket sales before any money is applied to expenses, prizes or the purposes of the society. If you sell tickets by both remote and non-remote methods, you will need a non-remote and remote licence (or an ancillary remote licence if (remote)

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sales are below £250k per annum). The remote and non-remote ticket sales must each be divisible by the ticket cost to produce a whole number.

Ticket cost

This is the cost of a single entry into this lottery. Note that the price of the ticket must be the same for all tickets sold – for example, this means you cannot sell tickets at different prices, or offer three for £5, or charge some entrants while giving others free entry. This must be a numerical value with 2 decimal places greater than zero.

Ticket sales – non-remote

Non-remote sales are those sales whereby payment is taken by non-remote means (not including proceeds rolled over from previous lotteries). It includes those payments made by post, but not payments take by telephone. This must be a numerical value with 2 decimal places greater than or equal to zero.

Ticket sales - remote

Remote gambling means participation in gambling by use of remote electronic communication such as:

- the internet
- telephone
- television
- radio
- any other kind of electronic or other technology for facilitating communication.

In respect of lotteries ‘participation’ will usually mean how payment is made- for example if payment details are communicated by email, text message or verbally by telephone, this is participation by remote means and the proceeds should be recorded as remote (not including proceeds rolled over from previous lotteries).

The definition of remote gambling **does not include** the sale and delivery of lottery tickets by post or of a participant submits direct debit payments by post or face to face. This must be a numerical value with 2 decimal places greater than or equal to zero.

Total ticket sales

This field is auto calculated from the remote (or ancillary remote) and non-remote ticket sales recorded. We refer to this total as the total proceeds from a lottery.

Allocation of ticket sales (proceeds)

Amount of proceeds passed to the society

The first requirement of any lottery conducted in reliance of a lottery operating licence is that at least 20% of the proceeds must be applied (in the case of a licence issued to a non-commercial society) to a purpose for which the promoting society is conducted, or (in the case of a licence issued to a local authority) for a purpose for which the authority has power to incur expenditure.

In this case, the 20% minimum of proceeds recorded should be of the total proceeds (remote and non-remote ticket sales combined). A return of less than 20% of the proceeds to the purpose of the society is an offence under section 99 (2) of the Gambling Act 2005 (the Act). This must be a numerical value with 2 decimal places less than or equal to proceeds total.

Expenses

Expenses should be those ‘reasonably incurred’ in organising the lottery, directly related to the operation of the lottery and paid out of the lottery’s proceeds. Any expenses incurred that relate to the arrangements for a number of lotteries (for example, the cost of marketing a subscription lottery, or the purchase of a mailing list) can be spread across all lotteries relating to this expenditure. For example the costs of recruiting a new member to participate in five draws should be spread out across the five lottery submissions that they relate to.

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Any expenses donated (for example, if a printing company prints the tickets for free), or not paid out of the lottery proceeds (for example, if the cost of setting up the lottery is met from the society's reserves) must **not** be included. Further guidance is available in our advice document 'Lottery Proceeds' (April 2013). This must be a numerical value with 2 decimal places greater than or equal to zero.

Prizes from proceeds

The value of prizes allocated directly from the total proceeds (remote and non-remote ticket sales combined) from the proceeds of this lottery only and not including any rollover prizes. Any prizes donated to the lottery, or prizes whereby the cost has been met from external sources or from the society's non-lottery funds, must **not** be included. This must be a numerical value with 2 decimal places greater than or equal to zero. Further guidance is available in our advice [Lottery Proceeds \(April 2013\)](#).

Amount rolled over to the next lottery

Any amount of the prize fund of this lottery not allocated and paid out to the society, expenses or prizes for this lottery, and therefore either rolled over to the next lottery or paid out as a rollover prize in conjunction with this lottery (including any amount taken from the proceeds of this lottery to fund the rollover prize paid out). This must be a numerical value with 2 decimal places greater than or equal to zero.

Total allocation of ticket sales

This field is auto calculated from the 'expenses', 'prizes from proceeds' and 'amount rolled over to the next lottery' fields completed. This figure should equal the amount displayed in the '**Total ticket sales**' field above. If it does not, please double check all amounts entered into this submission.

Additional lottery information

Was this lottery run as a branded lottery?

The Commission regards a branded lottery as multiple societies promoting lotteries under a common brand or image, either in rotation with other societies or as a regular occurrence for that single society. If the lottery submission falls within this, a free text box will need to be populated with the name of the branded lottery.

It is a branded lottery if it is run as part of a lottery scheme that other societies also participate in and promote their lottery under the same overall brand name. A branded lottery is NOT the name of your campaign or scheme. If you run a fundraising campaign or lottery every year at certain times (eg Spring Raffle 2018), this is not a branded lottery; this is the name of your lottery.

If your society runs a lottery that benefits lots of other good causes (so each good cause the society supports receives a proportion of the proceeds), this is not a branded lottery; it is a single society promoting lotteries for the benefit of multiple beneficiaries.

Prizes from rollover

Total cumulative value of prizes allocated and paid out for a rollover from a previous lottery or lotteries. Note this entry is only required if a rollover prize is won and paid out. This must be a numerical value with 2 decimal places greater than or equal to zero.

Largest prize awarded

This is the value of the single biggest prize that has been awarded in each lottery draw regardless of whether the cost of the prize has been deducted from the lottery proceeds, donated to the society or paid for from other (non-lottery) funds. This must be a numerical value with 2 decimal places. Section 99 (4) of the Act states that a single prize must be less than or equal to £25,000 or 10% proceeds total (whichever is the greater).

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Date of next lottery

The date of the draw for the next lottery or (in the case of an instant lottery) the last date tickets were available for sale. If you do not know the date of your next lottery, please enter an estimated date up to 12 months in advance. You will need to notify the Gambling Commission if this date changes. This must be the same date or later than the lottery date.

Statement of confirmation

The lottery submission needs to be confirmed before it is submitted. We recommend operators carry out a sense check at this stage to ensure the data entered is correct. Once confirmed the submit button will become active to complete the submission, and you will not be able to amend the data once the submission process is complete, unless one of the validation errors is triggered,

Data validation

Following the submission process there may be some errors, which can be rectified before re-submitting the correct information. Please ensure that the information you have provided has been entered in the correct format.

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