

The Licensing Authority, Southend-on-Sea Borough Council

To: The Promoters of all registered Society Lotteries in the Borough of Southend on Sea.

Dear Sir/Madam

Gambling Act 2005
Betting, Gaming and Lotteries
Annual Registration Fee Payable by Societies

I would remind you that under the above Act, the statutory fee of £20.00 is payable on 1 January annually by your Society. If you wish to continue to operate Lotteries, you must forward this fee, together with the attached invoice and completed notice below, to the Borough Treasurer as soon as possible.

If your Society wishes to cancel the registration, you must submit your application to me in writing (see slip below) and the registration will be cancelled accordingly. I must remind the Promoters of Society Lotteries that if a letter requesting cancellation is not received, any fee which remains unpaid after 1 January 2010 may be recovered by my Authority as a **debt**. Responsible Officials for the Society should inform this Authority of any changes in Official's name and address.

I would also remind you of the necessity for the Promoter of any Lottery to submit a return to me relating thereto, together with a copy of the scheme under which the lottery was promoted. This return must be submitted not later than the end of the third month after the month in which the winners of prizes in the Lottery are ascertained. If any such return is still due in respect of a Lottery conducted by your Society, please forward it to me as soon as possible.

Failure to comply with these requirements, or with the requirements set out in paragraph 4 of Schedule 1 of the Lotteries and Amusements Act 1976, may lead to your registration being **revoked**.

Yours faithfully

Reg No:

To: The Licensing Authority, Department of Enterprise, Tourism and the Environment, Southend-on-Sea Borough Council, Civic Centre, Victoria Avenue, Southend-on-Sea, Essex SS2 6ZG.

*a) I enclose £20.00 statutory fee for continuing registration in respect of
..... (name of Society)

or

*b) (name of Society)
wishes to cancel the registration forthwith.

*c) I declare that (state number) Lotteries have been/will be promoted during the year ending 31 December 20..... and all returns due have been/will be submitted to you.

*d) No lotteries have been/will be promoted during the year 20.....

Name:(Please Print) Position in Society:

Signed: Society:

Address: Telephone No.....
.....

Date:
12-08v1

* Delete as necessary
LOTT7