

Lottery Licence Application Checklist



What is a Raffle Lottery?

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw. If your organization is running a lottery, you likely require a licence.

The licence process is governed by the Alcohol and Gaming Commission of Ontario.

Licence Application Checklist

Licence Fee:

- ☐ Set by the Municipality. Must not exceed 3% of total prizes to be awarded (cheque payable to the Township of Lucan Biddulph)

A fully completed application must include:

- ☐ The price of the tickets and a sample ticket
- ☐ Total number of tickets to be printed
- ☐ A copy of the Rules of Play for the draw and the collection of prizes
- ☐ If the prize value totals \$10,000 or more, a financial guarantee from a financial institution is required and must be made payable to the municipality
- ☐ Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes \$500 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, including taxes
- ☐ A full explanation of how credit card sales and dishonoured cheques will be handled
- ☐ The cut-off date for the sale of tickets by cheques and credit cards
- ☐ A complete list of prizes, with their full retail value (plus taxes)
- ☐ A detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize. **Keep in the mind that your total prize value must be no less than 20% of the gross sales earned from the sale of your tickets.**

The Municipality may also request:

- ☐ A business plan and budget for the raffle lottery
- ☐ A detailed ticket sales plan, including where, when and how sales will take place
- ☐ Any other documentation deemed necessary by the municipality
- ☐ Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- ☐ Advertising, promotion and selling of tickets may only begin once the raffle lottery licence has been issued

First-time applicants must enclose copies of:

- ☐ Governing documents: Constitution and/or by-laws, letters patent, charter, trust deed, memorandum of association, signed as required
- ☐ Detailed outline of programs/services: What they are (services provided), how delivered to clients, specific costs, supporting materials, any publications etc.
- ☐ Organization's current operating budget
- ☐ Organization's verified financial statements for last fiscal year
- ☐ List of Board of Directors
- ☐ Latest report to the Public Guardian and Trustee, if applicable
- ☐ Revenue Canada notification of registration letter (if your organization is registered)
- ☐ Membership list (if applicable)

Questions:

Contact the Clerks Department by phone at 519-227-4491, or by email at clerk@lucanbiddulph.on.ca