

Progressive lottery application

Before you complete this form

What this form is for

It's for any individual or organisation who wants to conduct a lottery or game of chance where a number of draws may be conducted on various dates over a stipulated period of time.

Purpose of progressive lottery

- **Social entertainment**

If the progressive lottery is run purely as a form of social entertainment, you need to ensure that after legitimate expenses have been deducted all money invested by the participants will go towards prizes.

- **Fundraising**

If the progressive lottery is part social entertainment and partly to raise funds for a not-for-profit organisation, it must be conducted or authorised by the organisation that will benefit.

Cost

There is no charge for making this application.

Pre-lodgement checklist

Please complete all questions and include all documents that apply (Part 1 'Information you must include'). If information is missing, we'll need to ask you to supply the required information to support the application. This will delay our response, and your application may even be refused.

Explanation of terms

Term	Definition
applicant	the person or organisation qualified to make this application. The applicant may nominate a legal or other representative to be their contact person regarding this application.
a 'not-for-profit organisation'	is defined as body of persons that is not formed for private gain. It includes charities, social clubs, registered clubs, political parties and trade unions.

For further information, refer to the 'Progressive lotteries' fact sheet at fairtrading.nsw.gov.au

How to lodge this form

@ CELottery@finance.nsw.gov.au

Include 'Progressive lottery application' in the subject line.

✉ NSW Fair Trading

PO Box 972

Parramatta NSW 2142

👤 Any Service NSW Centre

Please provide all pages of this application and your payment. There's no need to attach this introduction page.

Need more information?

🌐 fairtrading.nsw.gov.au

@ lottery.enquiries@finance.nsw.gov.au

☎ 13 32 20

Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by NSW Fair Trading and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. General information about your application may be published on an electronic noticeboard and information about the application, if granted, on a public register. Providing this information is voluntary, but where relevant information is not provided this may lead to your application being refused, delayed or not further considered. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at fairtrading.nsw.gov.au.

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Progressive lottery application

OFFICE USE ONLY

By Email Mail OTC

Date lodged

Application/request no.

Licence/Permit no.

Part 1 Information you must include

Note:

All the information listed below is essential to your application. Some is covered on this application form, some will be in the form of documents you must attach.

Please check all items that you have included in or attached to this application.

1A Ticket

Example ticket

1B Description of each prize

- List showing full particulars of each prize.
- Invoice for each prize signed by the trader that describes or specifies the nature of the prize, including:
- description or specification of the prize
 - normal retail value
 - purchase cost or a statement that the prize is donated
 - if any rebate, a statement to that effect and to whom it is to be paid.

1C Details of travel prizes

- Information you will communicate to prospective participants via terms and conditions of entry, including:
- value of prizes
 - number of people able to take the travel prize destination
 - class of airfare: first, business or economy class
 - level of accommodation, e.g. four-star and name, location of hotel
 - if meals are included

- if transfers are included
- if other transport is included
- if travel insurance is included
- if airport departure tax is included
- spending money, if any (limited to 20% of value of travel prize)
- restrictions, including duration of travel prize, and when travel prize must be taken (validity, non-peak periods, availability).

1D Details of motor vehicle, machinery and electrical appliance prizes

- Information you will communicate to prospective participants via terms and conditions of entry, including:
- value of prizes
 - make
 - model
 - accessories
 - restrictions
 - if motor vehicle insurance is included (road vehicles only)
 - if registration and on-road costs are included (road vehicles only).

1E Details of real estate prizes

- Information you will communicate to prospective participants via terms and conditions of entry, including:
- valuation
 - type of dwelling
 - location (lot number, etc.)
 - what is included, e.g. furniture
 - property restrictions.
- Additional real estate prize information:
- independent written valuation by a licensed valuer
 - details of any covenants, easements, etc., affecting the title to the land
 - statement that all legal expenses, stamp duty, fees, etc., are to be met from the funds of the art union.

- If prize is a house:
 - pro forma invoices for any furnishings, fittings, etc., not included in the valuation, setting out both the normal retail value and the actual net cost
 - building certificate under the *Environmental Planning and Assessment Act 1979*
 - certificate under section 131(a) of the *Home Building Act 1989*.
- If house is not complete at the time approval is sought:
 - plans and specifications of house and any other improvements
 - copy of contract with the builder.

Note:

- The house and any other improvements must be completed not less than 4 weeks before the draw to enable an inspection to be carried out if necessary.
- A permit may be granted for the conduct of the progressive lottery, but no tickets are to be sold until a Certificate of Title, showing full and unencumbered title is held in the name of the organiser, has been produced and approval has been given for the sale of the tickets.

1F Information to be provided to participants

- Copy of any proposed advertising, notice or promotional material that will be communicated to prospective participants, including:
 - the rules under which people may participate
 - the price to be paid for the right to participate
 - if the lottery is conducted for a not-for-profit organisation, the name of that organisation
 - the closing date for the receipt of entries
 - in the case of a tipping competition, the closing dates and times for the receipt of predictions
 - the name and address of the organiser.

This information may be printed on the ticket.

- Formulated rules under which a person may participate, making provision for:
 - conditions of entry (including the minimum age of participants)
 - charge to be made for participating in the lottery
 - the way any prizes are to be calculated, determined and awarded
 - the way participants are required to enter and participate in the lottery
 - closing date and time for receiving entries in the lottery
 - in the case of a tipping competition, closing dates and times for receipt of predictions

- place, time and date of the draw or draws or, in the case of a tipping competition, of the determination of the result or results
- the method for claiming prizes (including the course of action to be adopted in the case of unclaimed prizes)
- the way prize winners are to be notified
- in the case of a tipping competition, details of what will happen if 2 or more persons accumulate the highest number of points
- the way disputes concerning the conduct of a lottery or claiming a prize will be resolved.

1G Financial budget

- Only required where progressive lottery is to be conducted to raise funds for a not-for-profit organisation. It must include:
 - estimated expenses (tickets, rent, prizes, advertising, etc.)
 - anticipated gross income from ticket sales
 - net profit after deducting expenses.

Prohibited prizes

The prizes you offer must fulfil these criteria:

- the total quantity of liquor prizes does not exceed 20 litres
- the total value of cash (money) prizes does not exceed \$7,000
- the total value of spending money as part of tour or journey does not exceed 20% of the total value of the travel prize
- there are no tobacco product prizes
- there are no cosmetic surgery prizes
- there are no weapons, firearms and ammunition as prizes.

Have you ensured that you are not offering any prohibited prizes?

- Yes
- No

Part 5 Prize details

Please refer to Part 1B, 1C and 1D, and attach documents **exactly as specified** to support prize details.

Prize category

- Travel
- Motor vehicle, machinery, electrical
- Real estate
- Liquor (alcohol)
- Money
- Other Please specify

Total value of prizes

\$

You must attach:

- Full particulars of each prize to be awarded, including:
 - prize description
 - retail value \$
 - actual prize cost \$
- Invoice for each prize describing or specifying the nature of the prize. Each invoice must include:
 - description of the prize
 - normal retail value \$
 - purchase cost or a statement that the prize is donated
 - if any rebate, a statement to that effect and to whom it is to be paid
 - signature of the trader supplying the prize.

Part 6 Entry details

Please refer to Part 1A and 1F, and attach documents **exactly as specified** to support prize details.

How will you **promote ticket sales**?

Check all methods you will use.

- Face to face
- Telephone
- Mail
- Online

Note:

Online sales must be limited to 15% of gross proceeds.

- Other Please specify

How will you **sell tickets**?

Check all methods you will use.

- Face to face
- Telephone
- Mail
- Online
- Other Please specify

Last date for determination of results

Time/day for receipt of predictions or forecasts in tipping competitions. **24 hour clock e.g. 6pm = 18:00**

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You must attach:

- A copy of the proposed ticket.
- A copy of any proposed advertising, notice or promotional material that will be communicated to prospective participants, including newspaper/magazine advertising, radio/TV advertising copy, direct mail and website pages.
- A copy of proposed terms and conditions of entry that will be communicated to prospective participants. Terms and conditions of entry must include how people enter and how winners are decided.

Part 7 Draw details

Event that determines the winner

Date and time of draw For example, Each Friday, 6pm

Place of draw. Must be in Australia

Building name

Street address

Suburb/town/city

State

Postcode

Method of notifying winners

Winner/s published in which newspaper

Date of publication of winner/s

Part 8 Financial information

Total number of tickets to be sold

Cost per ticket

Estimated gross income

Estimated expenses

Fundraising progressive lottery applicants only must attach:

A financial budget showing:

- anticipated income from ticket sales
- estimated expenses (tickets, rent, prizes, advertising, etc.)
- net profit after deducting expenses.

Part 9 Nominated contact person's declaration

- I declare that I am 18 years or older and I am authorised to make this application on behalf of the benefiting organisation.
- I declare that the contents of this application including any attachments are true, correct and complete.
- I acknowledge that under section 307A of the *Crimes Act 1900* it is an offence to provide false, misleading or deficient information in this application.
- I acknowledge that failure to provide all required information may result in refusal of the application.
- I understand that specific details I have supplied in this application may be 'personal information' under the *Privacy and Personal Information Protection Act 1998*. Personal information is any information or opinion that identifies an individual, or enables someone to identify an individual.
- I acknowledge that NSW Fair Trading is collecting personal information to enable processing of the application. I also understand that this agency will use the information for its intended purpose only, store the information securely, and allow me to access and update the information. I also acknowledge that this agency, when processing this application, may need to disclose personal information to other Government agencies.
- I understand that no personal information in this application will be recorded on a public register.
- I declare I will personally conduct, or ensure that the art union is conducted, in accordance with the information in this application, the *Lotteries and Art Unions Act 1901*, the *Lotteries and Art Unions Regulation 2002* and the conditions attached to the permit (if granted).

Nominated contact person signature

Date