

Are You Eligible for Charitable Gaming Licences?

The eligibility of your organization will be determined by Tay Valley's Licensing Officer once the completed **Lottery Licence Eligibility** form and **all** the supporting documentation have been received for review.

Tay Valley Township requires a minimum of **10 business days** processing time and **20 business days** for first time licensees.

- Type or legibly print all information.
- Answer every question completely.
- Only **original** forms and signatures will be accepted.
- Persons signing any Licence Application must have a good knowledge of the applicable **Licence Terms and Conditions**.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.

Note to Applicants

Ensure that you read and understand your event **Licence Terms and Conditions** before proceeding with the application.

Licence Application Checklist

- A completed Lottery Licence Eligibility form and all applicable information to support the application;
- A completed application to Manage and Conduct a Raffle Lottery;
- Sample ticket;
- Rules for the draw and the collection of prizes;
- A full translation of the information to be printed on the tickets and advertisements (if other than English) and a copy of the text in the languages to be used;
- 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; and
- A complete list of prizes, with their full retail value (plus taxes) and a detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.

Incomplete Applications

Please note that any incomplete applications will be returned. Your organization cannot print or sell tickets until you are licensed and all tickets must indicate the licence number. It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs, etc.

Application Changes

- Changes to your submitted **Licence Application** must be made in writing on your organization's letterhead, signed by the **Licence Application** signors and include supporting documents that are affected. Tay Valley Township requires at least **10 business days** written notice. Application changes are **NOT** automatically approved and may **NOT** be permitted.
- Once your lottery licence is issued, requests for changes will **NOT** be considered. Expired Licences may **NOT** be amended or cancelled.

Renewal Applications

Organizations must submit their renewal applications to Tay Valley Township **20 business days** prior to the expiry of the lottery licence. This will allow applications to be given full and proper consideration by the Lottery Licensing Officer.

Lottery Report

This report must be filed with the Lottery Licensing Officer within 30 days of the holding of the lottery in accordance with the terms and conditions under which the lottery licence was issued.

If you require clarification on any of the above please feel free to contact the Lottery Licence Officer, **Pat McTavish** at 613-267-5353 ext. 122 or financeassistant@tayvalleytwp.ca