Gateshead Council

Changing Lives
Unit H26 Ground Floor
The Avenues
Eleventh Avenue North
Gateshead
NE11 0NJ

Licensing Section
Tel: 0191 433 4741

2nd April 2026

Dear Sir/Madam,

Lottery Registration for Changing Lives.- 26/00184/LOTT

Please find enclosed your new lottery registration, first granted on **16 February 2026.**

Should you require any further advice or information please contact the Licensing team on 0191 433 4741.

Yours sincerely

The Licensing Team
Climate Change, Compliance, Planning and Transport

Gateshead Council

CERTIFICATE OF REGISTRATION

REFERENCE NUMBER - 26/00184/LOTT

GAMBLING ACT 2005

Schedule 11 Part 4

This is to certify that the society known as Changing Lives

whose head office is situated at:-

Unit H26 Ground Floor
The Avenues
Eleventh Avenue North
Gateshead
NE11 0NJ

has been registered by **GATESHEAD COUNCIL** for the purposes of Schedule 11 Part 4 of the Gambling Act 2005, as of **16 February 2026**

N.B. A further fee is payable to the Local Authority annually from the date of first registration.

Elaine Rudman

Elaine Rudman
Compliance and Regulatory Services Manager
Climate Change, Compliance, Planning and Transport
2nd April 2026

SMALL LOTTERY REGISTRATIONS
GUIDANCE NOTES

Licensing Section
Climate Change, Compliance, Planning and Transport
Gateshead Council
Civic Centre
Regent Street
Gateshead
NE8 1HH

Telephone: 0191 433 4741

Email: licensing@gateshead.gov.uk

Definition of 'society'

The society must be a non-commercial organisation. Section 19 of the 2005 Act defines a society as non-commercial if it is:

- for charitable purposes (as defined by section 2 of the Charities Act 2006)
- for the purpose of enabling participation in, or of supporting, sport, athletics or a cultural activity; and
- for any other non-commercial purpose other than that of private gain.

The society must have been established for one of the permitted purposes, and the proceeds of any lottery must be devoted to those purposes.

It is not permissible to establish a society whose sole purpose is to facilitate lotteries; it must have some other purpose.

Requirements

The minimum required to donate to the purpose of the lottery is 20% of the proceeds.

It should be noted that any fees payable to an external lottery manager would be included within the maximum 80% deductions for expenses and prizes.

External lottery managers will also need an operator licence from the Gambling Commission.

The 2005 Act allows rollovers of prize funds from one lottery to another promoted by the same society, provided the maximum single prize does not exceed £25,000 or 10% of the gross proceeds.

Small society lottery limits under the 2005 Act

The total value of tickets to be put on sale per single lottery must be £20,000 or less, or the aggregate value of tickets to be put on sale for all their lotteries in a calendar year must not exceed £250,000.

If the society plans to exceed either of these values they cannot be registered by the Local Authority and must be licensed by the Gambling Commission as a large lottery.

Every ticket must cost the same and the society must take payment for the ticket fee before entry to the draw is allowed.

Lottery administration and returns

The small society lottery organisation must submit a return to the Licensing Section following each lottery held. This must be done NO LATER than three months after the date of the lottery draw.

The return must be signed by two members of the society (who must be aged 18 or over) who are appointed in writing by the society for that purpose. The return must be accompanied by such a letter of appointment. Returns can be submitted by post.

The information that must be submitted is as follows:

- The arrangements for the lottery – specifically the date on which tickets were available for sale or supply, the dates of any draw and the value of prizes including any donated prizes and any rollover.

- The total proceeds of the lottery.

- The amounts deducted for expenses and prizes. Whether any expenses incurred were not paid for by deduction from the proceeds, and if so, any amount of such expenses and sources from which they were paid.

- The amount applied to the purpose of which the society is conducted this must be at least 20% of the proceeds.

- Returns will be retained by the Local Authority for a minimum period of 3 years and may be inspected by the Gambling Commission within that time or by the public for at least 18 months after the draw.

Lottery tickets

Tickets can be physical or virtual (for example an e-mail or text message).

All tickets must state:

- the name of the promoting society;
- the price of the ticket (which must be the same for all tickets);

The name and address of the promoter for the society (or the external lottery manager if there is one) and;

the date of the draw, or information, which enables the date to be determined.

Note: The requirement to provide this information can be satisfied by enabling the participant to retain it electronically or print it.

Tickets can only be sold by persons over the age of 16 to persons over the age of 16.

Tickets can be more than £2 each (the previous limit under the 1976 Act). Every ticket must cost the same and the society must take payment for the ticket fee before entry to the draw is allowed.

Tickets should not be sold in a street, but may be sold from a kiosk, in a shop or door to door.

Fees payable

An annual fee of £20 is payable on the anniversary of the grant of the original registration.