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**GAMING APPLICATION  
TICKET LOTTERY LICENCE  
(Please Complete Form in its Entirety)  
Please Print**

**FINANCE USE                      OFFICE USE**

<b>Fee History:</b>	<b>License #:</b>
	<b>Approved By:</b>
<b>Date:</b>	<b>Date:</b>

780 Windmill Road  
2<sup>nd</sup> Floor  
P.O. Box 545  
Dartmouth, N.S. B2Y 3Y8  
Tel: 902-424-6160  
Fax: 902-424-4942  
NS Toll Free 1-877-565-0556

OR

235 Townsend Street  
Sydney, N.S. B1P 5E7  
Tel: (902) 563-3494  
Fax: (902) 563-3430

agdlicense@gov.ns.ca

(1) Name and Address of Organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

(2) Ticket Single:  Ticket Series:  Start Date: \_\_\_\_\_ Draw Date: \_\_\_\_\_ Time of Draw: \_\_\_\_\_  
 Premises and civic address at which ticket lottery draw(s) will be held: \_\_\_\_\_  
 \_\_\_\_\_

(3) Purpose of fundraising and intended use of revenue: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

School Fundraising must be signed by the principal.

Principal's Name (Printed) and Signature

Charitable fundraising by a non-charitable group must be accompanied with confirmation from the charity.

(4) Explain the process to determine winner(s) of prizes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(5) Geographical area of ticket sales: \_\_\_\_\_

(6) Is this lottery application for a Sports Pool?                      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide a copy of the "Official Rules" and a "Sample Entry Form". Names, addresses and telephone numbers of 3 people who will be responsible to open applications, record entries and verify winners.

(7) Applicants must describe the ticket lottery in detail by completing the section below. If more space is required use an additional sheet and attach to this application.

DESCRIPTION OF PRIZES	PRIZE VALUE	NO. OF DRAWS	NO. OF TICKETS PRINTED	PRICE PER TICKET OR GROUP OF TICKETS

(8) Estimated gross receipts from ticket sales: \_\_\_\_\_

(9) Total value of prizes to be awarded: \_\_\_\_\_

(10) Wages, salary or any other monetary consideration to be paid by the licensee:  
 Description: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ = \_\_\_\_\_  
 Description: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ = \_\_\_\_\_  
 Description: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ = \_\_\_\_\_

Note: Only payments disclosed hereon and approved by the Division are permitted:                      Total: \_\_\_\_\_

(11) Is your organization registered under the Society Act of Nova Scotia: Yes \_\_\_\_\_ No \_\_\_\_\_ - If yes, provide copy of registration.

(12) How many members are in your organization? \_\_\_\_\_ Is there a junior membership? Yes \_\_\_\_\_ No \_\_\_\_\_

- (13) Are there shareholders? If yes, please list name(s), address(es) and telephone number(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (14) What is the criteria for joining the organization? \_\_\_\_\_
- (15) Is there a membership fee? Yes \_\_\_ No \_\_\_ If yes, please state amount: \_\_\_\_\_
- (16) Does organization have elected executive: Yes \_\_\_ No \_\_\_ By-laws: Yes \_\_\_ No \_\_\_ Constitutions: Yes \_\_\_ No \_\_\_  
 Memorandum of Association: Yes \_\_\_ No \_\_\_ If yes, please attach a copy of each.
- (17) Has organization established a separate bank account for deposit of lottery funds realized from this and previous lottery programs?  
 Yes \_\_\_ No \_\_\_ If yes, please provide name of financial institution where account is located and civic address:  
 \_\_\_\_\_  
 \_\_\_\_\_ Type of Account: \_\_\_\_\_
- (18) If the total prize value offered for this ticket lottery program exceeds \$5,000.00, please provide a financial guarantee that the applicant has on deposit sufficient funds to cover the prize value.
- (19) Identify two representatives of applicant who will sign the application and be responsible for the conduct and management of the Ticket Lottery:
1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Full Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_  
 Email Address: \_\_\_\_\_
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Full Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_  
 Email Address: \_\_\_\_\_
- (20) Applications must include the following documentation when requested by the Division. As part of the application process the Division may ask for any or all of the information requested in this section before the application can be approved.
- Verification of charitable/religious status of the applicant - mandate/mission;
  - Resolution confirming the charitable/religious status of the applicant - mandate/mission;
  - Applicants may be required to submit to an interview with the Alcohol and Gaming Division staff; and
  - Applicants may be required to file additional information as determined by the Division.

<b>We</b>	_____ and _____	<b>SOLEMNLY DECLARE:</b>
	(please print name) (Please print name)	
1.	I am authorized by the named charitable/religious organization named to make this application for a Ticket Lottery Licence;	
2.	I am 19 or more years of age, and the information contained in the foregoing is, to the best of our knowledge, true and accurate;	
3.	That permission to hold the Ticket Lottery referred above has been duly obtained from the charitable/religious organization, and we understand that written authorization may be requested.	
4.	That we, on behalf of the applicant organization, undertake to ensure that the net receipts from the above Ticket Lottery will be used for charitable, religious or community objects or purposes.	
5.	That we hereby assume full responsibility to ensure that the Ticket Lottery referred to above is operated in accordance with the Gaming Control Act and Ticket Lottery Regulations.	
6.	That we hereby agree that the Nova Scotia Alcohol and Gaming Division staff has the authority to inspect the conduct at any time during its occurrence.	
7.	That we hereby acknowledge that we have read and understand the provisions of the Ticket Lottery Regulations pursuant to the Gaming Control Act with respect to Ticket Lottery.	
	Signature of Applicant(s) _____	
	Date: _____	

**LICENSE FEES - Ticket Single: Fee equivalent to 2.13% of the total value of prizes awarded to be submitted within 30 days after the license expires.**

**Ticket Series: Fee equivalent to 2.13% of the total value of prizes awarded to be submitted on an annual basis for a 3 year license term, or 30 days following the expiry date of the license when issued for less than 3 years.**

## NOTICE TO APPLICANTS

Applicants are responsible to familiarize themselves with the Ticket Lottery Regulations, a copy of which is available for your convenience at the time of filing the application. The Regulations apply to every Ticket Lottery and application. The applicant's attention is drawn particularly to the following:

1. All net receipts must be allocated and utilized by the charitable and religious organization for which the license is granted. If required by the Division, certification and confirmation of the disbursement of funds to the charitable/religious organization must be forwarded to the office of the Division before any further applications for licenses on behalf of the same organization can be considered.
2. Regulation 4(3) of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:
  - 4(3) Unless an exemption is granted by the Commission, a licensee shall indicate on each ticket
    - (a) the name and address of the licensee;
    - (b) the words "licensed by the Alcohol and Gaming Division" together with the assigned license or permit number;
    - (c) the price per ticket or group of tickets;
    - (d) a description of the prize;
    - (e) the exact location, date and time of the draw; and
    - (f) any house rules or restrictions respecting the conduct and management of the ticket lottery.
3. Regulation 4(4) of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:
  - 4(4) A licensee shall forward to the Division:
    - (a) respecting a 1-day license, within 30 days after the date on which the license expires; and
    - (b) respecting a license valid for a period greater than 1 day, within 30 calendar days after the last business day of each calendar month during such period, commencing with the month in which the license is issued, a specimen ticket together with a report showing
      - (i) the number of tickets printed,
      - (ii) the number of tickets sold,
      - (iii) the number of tickets unsold,
      - (iv) the price per ticket or group of tickets,
      - (v) the gross receipts from ticket sales,
      - (vi) the total expenses,
      - (vii) the total value of a prize awarded, and
      - (viii) a complete list of all prizes awarded and the names, addresses and telephone numbers of the winners.
4. Regulation 9 of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:
  - 9 The Division may prescribe such terms and conditions on a ticket lottery license or permit as it considers necessary or desirable for the public interest and for the proper administration of these regulations.
5. Regulation 10 of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:
  - 10 The Division may suspend or cancel a license or permit where:
    - (a) a licensee contravenes any requirement of the application or breaches any of the terms or conditions of the license or any provision of the Act or these regulations; or
    - (b) the Division determines that it is in the public interest to suspend or cancel the license or permit.
6. Regulation 13 of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:
  - 13 (1) No licensee shall in any way engage in advertising, or permit anyone with whom the licensee contracts to engage in advertising that
    - (a) implies ticket lotteries promote or are required for social acceptance, personal or financial success or the resolution of any economic, social or personal problems;
    - (b) contains endorsements by well-known personalities that suggest playing ticket lotteries contributed to their success; or
    - (c) compares playing ticket lotteries to other forms of gaming in Nova Scotia.
  - (2) All ticket lottery advertisements shall state, in size and form approved by the Division,
    - (a) the name of the licensee;
    - (b) the date, time and place of the ticket draw; and
    - (c) the current lottery license or permit number and the year issued by the Division, and shall clearly state the total cash value of prizes to be awarded.
  - (3) A licensee shall provide the Division, at its request, with samples of advertising and promotional materials to be used in connection with a ticket lottery for approval by the Division.
  - (4) A licensee shall not insert an advertisement in any publication which reserves a space or spaces for a ticket purchaser to place any name, address or telephone number that can be extracted from the advertisement and forwarded to the licensee in the original or duplicated form to be used as an entry in a licensed ticket lottery draw.
  - (5) Ticket lotteries licensed by the Division shall not be advertised outside the Province nor shall tickets be sold outside the Province.
  - (6) No lottery ticket originating outside the Province or primarily for the benefit of charitable, religious or community objects or purposes outside the Province shall be sold in the Province.

The Ticket Lottery Regulations provide rules of play which are included in Regulation 14, 15, 16, 17, 18, 19, and 20 which are set forth.

7. Regulation 14 of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:

### Rules

- 14 (1) A licensee may establish house rules, not inconsistent with these regulations or the terms and conditions of the license or permit issued to the licensee, governing the conduct and management of ticket lotteries.
- (2) A licensee shall

- (a) make available to any purchaser on request, all house rules established pursuant to subsection (1); and
- (b) read the house rules aloud immediately prior to the draw.

- (3) House rules governing the operation of a draw must include, but are not restricted to, a description of
  - (a) the exact location of the draw;
  - (b) the procedures respecting how the draw is to be conducted and how winners are to be determined;
  - (c) restrictions, if any, regarding the purchase of tickets by members of any sponsoring organization and their families;
  - (d) the minimum number of tickets which must be sold before either
    - (i) a draw date extension will be requested, or
    - (ii) the draw will be cancelled;
  - (e) the order in which the prizes will be awarded;
  - (f) the circumstances in which cash in lieu of prizes will be offered; and
  - (g) the procedure to be followed if the winner cannot be located.

8. Regulation 15 of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:

- 15 (1) Every draw shall be conducted by the licensee in public, in the presence of at least 3 persons at the time and place indicated on the application.
- (2) In the case of a sports pool, entries must be opened, recorded and witnessed by a panel established by the licensee consisting of at least 3 persons for the purpose of verifying participation in and winners of the ticket lottery.
- (3) Only entries received by the deadline date established by the licensee shall be eligible to participate in a ticket lottery.
- (4) Where the identity of a prize winner is known upon completion of a draw, the licensee shall contact the prize winner immediately in person or by telephone and inform the prize winner of the result of the draw.
- (5) Where the holder of a ticket is required to be present at a ticket lottery draw, this requirement must be printed on the ticket and must be contained in the house rules.
- (6) A second draw must be made for prizes unclaimed after 90 days following the original draw date and this requirement must be printed on the ticket and must be contained in the house rules.

9. Regulation 16 of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:

- 16 A license or permit may limit the geographical area and time period within which lottery tickets may be sold.

10. Regulation 17 of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:

- 17 No licensee shall permit the dispensing of lottery tickets by means of a machine unless authorized by the Division.

11. Regulation 18 of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:

- 18 (1) Prizes shall be awarded by the licensee at the time, place and in the manner stated in the application filed by the licensee pursuant to subsection 4(1).
- (2) No licensee shall reschedule any draw date or cancel a ticket lottery without the prior written approval of the Division.
- (3) The Division may require an applicant to deposit with the Division, a bond or other security satisfactory to the Division in such amount as may be determined by the Division which shall not in any case be greater than 6 times the value of the prizes to be awarded to ensure that the prizes are available to the winners upon completion of the lottery.

12. Regulation 19 of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:

- 19 If the licensee is a charitable or religious organization, it shall conduct a ticket lottery in the geographical location set out in the application and authorized in the license.

13. Regulation 20 of the Ticket Lottery Regulations, made pursuant to the Gaming Control Act states as follows:

Conduct and management

- 20 (1) Only personnel under the supervision of the licensee shall conduct, manage or assist in the conduct or management of a ticket lottery.
- (2) Only the licensee shall
  - (a) conduct and manage a ticket lottery and handle cash transactions in relation thereto; and
  - (b) be responsible for advertising or promoting the ticket lottery.
- (3) A person convicted of any criminal offence, for which such person did not receive a pardon, shall not be involved in any manner or capacity in the conduct and management of any ticket lottery, unless the Division considers on its review, that the involvement of such person would not bring the conduct and management of such ticket lottery into disrepute.
- (4) The conduct and management of a ticket lottery and draw shall not be delegated to any organization or to any person who is not a member of the licensee.
- (5) A commission for selling tickets may be paid to a charitable or religious organization if the intention to do so is stated in the application for the license or permit.