

**APPLICATION FORM FOR CONTINUED  
REGISTRATION OF A  
NON-COMMERCIAL SOCIETY**

**(OFFICE USE ONLY)**

**DATE RECEIVED**

**PAYMENT RECEIVED £**

**RECEIPT NO.**

**RECEIPT DATE**

**If you are completing this form by hand, please write legibly in block capitals using black ink.**

To: Newark & Sherwood District Council – Licensing and Enforcement  
Castle House  
Great North Road  
Newark on Trent  
Notts NG24 1BY  
Tel: (01636) 655236  
E-mail: request@nsdc.info



**SECTION A – Details of society applying for registration**

1. Name of society.....

2. Address (including postcode) of office or head office of society.

3. Telephone number of society.....

4. Please state the purpose(s) for which the society is established and conducted

5. Please state whether or not the above named society employ a person or body to promote all or part of their lottery, and if so, is that person or body licensed by the Gambling Commission as an External Lottery Manager.

**SECTION B – General information about person applying on behalf of society**

6. Name.....

7. Capacity.....

8. Address (including postcode).....

.....

.....

.....

9. Daytime telephone number.....

**SECTION C – Contact details for correspondence associated with this application**

10. Please tick one box as appropriate to indicate address for correspondence in relation to this application:

Address in section A

Address in section B

Address below

Address (including postcode).....

.....

.....

.....

Telephone number.....

Email address (if the applicant is happy for correspondence in relation to this application to be sent via

e-mail).....

**SECTION D – Declaration**

11. Please complete the following declaration and checklist:

I *[full name]*.....

a. make this application on behalf of the society referred to in Section A and have authority to act on behalf of that society

b. a payment of £20 has been made online or over the telephone (01636 655236/655894):  
<https://www.civicaepay.co.uk/NewarkEstore/estore/default/Basket/ViewBasket>

Receipt number..... Date paid.....

c. **confirm that, to the best of my knowledge, the information contained in this application is true. I understand that it is an offence under section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application.**

Signature.....

Date.....

Capacity.....

**PLEASE NOTE THAT THIS FORM AND FEE NEED TO BE RECEIVED BY THE LICENSING AUTHORITY BEFORE THE EXPIRY DATE OF THE REGISTRATION FAILURE TO DO SO WILL RESULT IN THE SOCIETY HAVING TO REAPPLY FOR A NEW REGISTRATION WITH A FEE OF £40.**

**General Data Protection Regulation (GDPR) 2016 Privacy Notice**

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with General Data Protection Regulation 2016 to:

process your application

or

undertake a statutory function

The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting.

Your personal information will be shared with statutory bodies in connection with the above purpose. Some of your personal information will be included in a public register in accordance with our statutory responsibility. Such public information may also be disclosed if requested under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on in the council's asset register on our website:

<http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/>

In accordance with GDPR you have a right to:

have a copy of the personal information that we hold about you. Details of how to obtain this are <http://www.newark-sherwooddc.gov.uk/dataprotection/>

Complain to the Information Commissioner if you feel that your information is not being handled appropriately <https://ico.org.uk/>

You may also have a right

- to prevent automated processing and profiling
- to erasure ( also known as the right to be forgotten)
- to stop processing
- to data portability

For further details about how you information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the Council's Information Governance Officer on 01636 655216 or via email on [freedom@nsdc.info](mailto:freedom@nsdc.info)