

# Lottery Licence Application Checklist

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## What is a Raffle Lottery?

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw. If your organization is running a lottery, you likely require a licence.

The licence process is governed by the Alcohol and Gaming Commission of Ontario.

## Licence Application Checklist

### **Licence Fee:**

- Set by the municipality. Must not exceed 3 % of total prizes to be awarded (cheque payable to the Middlesex Centre)

### **A fully completed application must include:**

- The price of the tickets and a sample ticket
- Total number of tickets to be printed
- A copy of the Rules of Play for the draw and the collection of prizes
- If the prize value totals \$10,000 or more, a financial guarantee from a financial institution is required and must be made payable to the municipality
- Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$500 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, including taxes
- 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
- A complete list of prizes, with their full retail value (plus taxes)
- A detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.

### **The municipality may also request:**

- A business plan and budget for the raffle lottery
- A detailed ticket sales plan, including where, when and how sales will take place
- Any other documentation deemed necessary by the municipality
- A description of all the services to be obtained from each supplier
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- Advertising, promotion and selling of tickets may only begin once the raffle lottery licence has been issued

### **First-time applicants must enclose copies of:**

- Governing Documents: Constitution and/or by-laws, letters patent, charter, trust deed, memorandum of association, signed as required
- Detailed Outline of programs/services: What they are (services provided), how delivered to clients, specific costs, supporting materials, any publications etc.
- Organization's current operating budget
- Organization's verified financial statements for last fiscal year
- List of Board of Directors
- Latest report to the Public Guardian and Trustee, if applicable
- Revenue Canada notification of registration letter (If your organization is registered)
- Membership list (if applicable)

### **Questions**

Contact the Office of the Municipal Clerk by phone at 519-666-0190, or by email at [clerk@middlesexcentre.ca](mailto:clerk@middlesexcentre.ca).