

Quick Guide to Lottery Licence Applications

Are You Eligible for Charitable Gaming Licences?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does **NOT** guarantee eligibility for licences.

Your organization may be eligible if it:

- Has a purpose to provide charitable services to Ontario residents to:
 - Relieve poverty
 - Advance education
 - Advance religion
 - Benefit the community
- Has carried out activities consistent with its charitable purpose for at least 1 year
- Is located in Ontario
- Is non-profit

Examples: hospitals, service clubs, youth activities or sports, arts or culture

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include, but is not limited to: adult recreation or sports, individual sports teams, unions or employee groups, social clubs, professional associations, political, government or lobbying groups.

Note to Applicants

- Ensure that you read and understand your event **Licence Terms and Conditions** before proceeding with the application package. Application forms, Terms and Conditions and Report Forms can be obtained at the Municipal Office, 100 Scott St. Walkerton, or downloaded from the Alcohol and Gaming Commission website: www.agco.on.ca
- Keep a copy of all licence application documents for your records.
- Activities are regulated by **Criminal Code of Canada, Section 206 and 207**, Ontario **Order In Gaming Control Act, 1992** and **Regulations**.

Licence Application Instructions

- Your licence application is a legal document and will be returned or delayed if the Instructions (below) are not followed or if Checklist items (on Application) are missing. This may result in the cancellation of your charitable gaming event.
- The Municipality of Brockton requires a minimum of **three (3) business days** processing time, and **ten (10) 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.

Incomplete Applications

Please note that all information including appropriate documentation and fees must be included in your application. Incomplete packages will be returned to your organization. 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 Licensing Officer of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etcetera.

If you require clarification on any of the above please feel free to contact the Lottery Licensing Officer at:

**Brockton Municipal Office
100 Scott St.
P.O. Box 68
Walkerton, ON N0G 2V0**

Ph: (519) 881-2223

Fax: (519) 881-2991

Toll Free: 1-877-885-8084

Email: info@brockton.ca