



Quick Guide to Lottery Licence Applications

Are You Eligible for a Charitable Gaming Licence?

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

The Town of Whitby requires a minimum of 6-8 weeks to review eligibility requirements for first time licensees or for groups who have not had a licence with the Town of Whitby in the past 2 years.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
 - relieve poverty
 - advance religion
 - advance education
 - 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 may include:

- 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 sport teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups.

Note to Applicants

Ensure that you read and understand your event **Licence Terms and Conditions** before proceeding with the application package.

- This package is used to apply to the municipal office of the Town of Whitby for charitable gaming event licences.

- Keep a copy of all licence application documents for your records.
- Activities are regulated by **Criminal Code of Canada, Section 206 & 207**, Ontario **Order in Gaming Control Act, 1992** and **Regulations**.
- You can obtain copies of the **Gaming Control Act** and **Regulations**, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website at www.agco.on.ca

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.
- Once eligibility requirements have been met, the **Town of Whitby** requires a minimum of **5** days processing time for licences.
- 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 Licence Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

Application Changes

- If you make changes to your **Licence Application** package before you submit it to your licencing office, each change must be initialed on each document by the **Licence Application** signors and other signors of that document.
- Changes to your submitted **Licence Application** package must be made in writing on your organization's letterhead, signed by the **Licence Application** signors and include supporting documents that are affected. Application changes are **NOT** automatically approved and may **NOT** be permitted.
- Once your lottery licence is issued, requests for changes will **NOT** be considered. Expired **Licences** may **NOT** be amended or cancelled.

Renewal Applications

Organizations must submit their renewal applications to the Town of Whitby **30 calendar days** prior to the expiry of the lottery licence. This will allow applications to be given full and proper consideration by Town Staff.

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

Town of Whitby
Susan Cassel, Licencing Clerk
575 Rossland Road East
Whitby, ON
(905) 430-4300 Ext. 2223
cassels@whitby.ca
