



## Quick Guide to Lottery License Applications

### Are You Eligible for Charitable Gaming Licenses?

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 licenses.

#### 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 licenses. 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 License **Terms and Conditions** before proceeding with the application package.

- This package is used to apply to the municipal office of Municipality of Port Hope for charitable gaming event licenses.
- Keep a copy of all license 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](http://www.agco.on.ca)

### Licence Application Instructions

- Your license 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.
- **Municipality of Port Hope** requires a minimum of **5** days processing time and **14** 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 license.

### 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 license number.** It is your responsibility to notify the Lottery Licence Office of any changes to your organization

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## Application Changes

- If you make changes to your **Licence Application** package before you submit it to your licensing 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. Municipality of Port Hope requires at least 5 days written notice. Application changes are **NOT** automatically approved and may **NOT** be permitted.

## Renewal Applications

Organizations must submit their renewal applications to the Municipality of Port Hope **30 calendar days** prior to the expiry of the lottery license. This will allow applications to be given full and proper consideration by staff.

If you require clarification on any of the above please feel free to contact the Lottery License Officer at: Municipality of Port Hope, 56 Queen Street, Port Hope ON (905) 885-4544.

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