



Quick Guide to Lottery Licence Application

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 religion
 - advance education
 - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is 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 information is used to help organizations apply for charitable gaming event licences.
- Keep a copy of all licence application documents for your records.

Application Changes

- If you make changes to your Licence Application package before you submit it for approval, 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, signed by the Licence Application signors and include supporting documents that are affected.
- Application changes are not automatically approved and may not be permitted.
- Expired Licences may not be amended or cancelled.

- Activities are regulated by **Criminal Code of Canada, Section 206 & 207, Ontario Order in Council 1413/08, 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.
- The Municipality of Southwest Middlesex requires a minimum of 30 days processing time and 45 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. It is your responsibility to notify the Municipal Office of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

Renewal Applications

Organizations must submit their renewal applications to the municipality 30 calendar days prior to the event. 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 Southwest Middlesex staff at: 519-287-2015.

AGCO Customer Service

416-326-8700 OR 1-800-522-2876 (toll free)