

## **Small Society Lotteries Online Application – Guidance Notes**

### **Step 1 – General Details**

- Select the relevant application and licence type
- Please read the additional information
- Please enter the applicant details whether you are an individual, charity, or company
- Please enter the trading name of the society

### **Step 2 – Details of Society applying for registration**

- Please enter the name and address of the society along with the contact details and answer the relevant questions

### **File Uploads**

- Please upload any supporting documentation required

### **Confirmation**

- Please review the application before submitted and then wait a few moments before the online portal will direct you to the payment page