



LOTTERY LICENCE APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for a licence to hold a **charitable gaming event** in the City of Vaughan (the City). To apply, persons must submit a completed application, the required supplementary documents, and pay the applicable fee as listed at vaughan.ca/BusinessLicensing. For more information, contact us:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: vaughan.ca/BusinessLicensing

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

How to apply

There are four options for submitting a charitable gaming licence application:

1. **Licensing Portal** where you can apply online for and renew many licences, posted at vaughan.ca/BusinessLicensing. Note, you will not be required to complete this form if you apply using the portal.
2. **Mail** to the By-law and Compliance, Licensing and Permit Services Department.
3. **Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, “Attn: By-law and Compliance, Licensing and Permit Services”.
4. **By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

WHO CAN SUBMIT THE APPLICATION

As per the table below, the following persons can submit an application. Note that an “authorized agent” may submit the application, provided that the person is given authorization through this application or [separate submission](#) of the Authorized Agent Form at vaughan.ca/BusinessLicensing.

Applicant Organization	Persons who may:
Charitable Organizations	Two bona fide active members of the organization, over the age of 18.
Not-for-Profit Organizations with Charitable Objectives	Two bona fide active members of the organization, over the age of 18.

NOTE: Only organizations that have conducted charitable gaming events licenced by the City of Vaughan in the past 2 years may complete this application and submit a licence online. If your organization has not held a licence for a charitable gaming event issued by the City of Vaughan in the past 2 years, please contact our offices prior to submitting this application for additional assistance.

THE APPLICATION

Section 1 – Applicant organization information

Please complete this mandatory section with respect to the applicant

Registered organization name	Type of applicant <input type="checkbox"/> Charitable Organization <input type="checkbox"/> Not-For Profit with Charitable Objectives	
Operating Name (if different from Registered Organization Name)		
Name (first and last name of two principal officers of record making the application for a lottery licence)		
Organization address (street no, street name)	Unit	
Municipality	Province	
Country	Postal code/ zip code	
Email address	Telephone number	
Mailing address (if different from above)		
Address (street no, street name)	Unit	
Municipality	Province	
Country	Postal code/ zip code	
Section 2 – Authorized Agent		
This section should be completed if the applicant organization would like to appoint an agent to act on behalf of the applicant organization who is not a person listed as one of the two principal officers of record).		

Name of authorized agent (first name, last name)

Business telephone number	Email address
---------------------------	---------------

What will the Authorized Agent do on behalf of the applicant?
 Select all activities that apply.

- Submit charitable gaming licence applications, including payment
- Make and respond to inquiries with respect to the charitable gaming licence application
- Update information with respect to the charitable gaming licence application
- Cancel the charitable gaming licence application
- Other, as described here:

Section 3 – Calculate the lottery licence application fee

\$ _____	X	3%	=	\$ _____
Maximum prize amount				Lottery licence application fee

Section 4 – Required documents
 The following documentation must be submitted with your application.

Item	Description
Check the box below if you have included the item.	The description and required documents listed below are based on the requirements of the Alcohol and Gaming Commission of Ontario (AGCO), as outlined in the relevant legislation which can be viewed online .

This information is required for **every lottery licence application** and is **specific to the type of lottery licence event** that is being applied for.

Option 1 - Raffle Licence (Stub draw, 50/50 draw or Blanket Raffle Licence)

<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification of the person acting on behalf of the applicant organization. This person must be authorized to act on behalf of the applicant organization and be at least 18 years of age. This may be one or several pieces of identification.
<input type="checkbox"/> AGCO Application form	The appropriate completed application form from the Alcohol and Gaming Commission of Ontario (AGCO), found at https://www.agco.ca/lottery-and-gaming/charitable-gaming-charitable-and-religious-organizations .
<input type="checkbox"/> Fee	The application fee is 3 (three) per cent of the total prize value.
<input type="checkbox"/> Sample ticket	If tickets are printed in a language other than English, a full translation of the information to be printed on the tickets and advertisements must be included.
<input type="checkbox"/> Receipts	Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes valued at \$500.00 or more.
<input type="checkbox"/> Letter of credit	If prizes total \$10,000 or more, a letter of credit from the organizations financial institution is required.
<input type="checkbox"/> Plan and budget	A raffle management plan and budget for the raffle lottery.
<input type="checkbox"/> Sales plan	A detailed ticket sales plan, including where, when and how sales will take place.
<input type="checkbox"/> Draw Schedule	If a blanket raffle, include a list of draw dates, times, and locations.

Option 2 – Catch the Ace Licence	
<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification of the person acting on behalf of the applicant organization. This person must be authorized to act on behalf of the applicant organization and be at least 18 years of age. This may be one or several pieces of identification.
<input type="checkbox"/> AGCO Application form	The appropriate completed application form from the Alcohol and Gaming Commission of Ontario (AGCO), found at https://www.agco.ca/lottery-and-gaming/charitable-gaming-charitable-and-religious-organizations .
<input type="checkbox"/> Fee	The application fee is 3 (three) per cent of the total prize value.
<input type="checkbox"/> Sample ticket	If tickets are printed in a language other than English, a full translation of the information to be printed on the tickets and advertisements must be included.
<input type="checkbox"/> Letter of credit	If prizes total \$10,000 or more, a letter of credit from the organizations financial institution is required.
<input type="checkbox"/> Plan and budget	A raffle management plan and budget for the raffle lottery.
<input type="checkbox"/> Sales plan	A detailed ticket sales plan, including where, when and how sales will take place, and sales plan outlining the maximum sales and prizes per draw to ensure the cumulative prizes do not exceed \$50,000 for the licence period.
<input type="checkbox"/> Draw schedule	Draw schedule.
<input type="checkbox"/> Rules of play and exit strategy	Rules of the play and manner and/or conditions in which the game will end, such as a prize maximum.
Option 3 – Bingo or Media Bingo	
<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification of the person acting on behalf of the applicant organization. This person must be authorized to act on behalf of the applicant organization and be at least 18 years of age. This may be one or several pieces of identification.
<input type="checkbox"/> AGCO Application form	The appropriate completed application form from the Alcohol and Gaming Commission of Ontario (AGCO), found at https://www.agco.ca/lottery-and-gaming/charitable-gaming-charitable-and-religious-organizations .
<input type="checkbox"/> Fee	The application fee is 3 (three) per cent of the total prize value.
<input type="checkbox"/> Draw schedule and plan	Schedule and plan outlining the maximum sales and prizes per draw to ensure the cumulative prizes do not exceed \$50,000 for the licence period.
<input type="checkbox"/> Game schedule	This must include: <ul style="list-style-type: none"> (1) bingo games to be played; (2) the winning arrangement of numbers for each game; (3) the value of the prize for each game; (4) the minimum and maximum payouts for variable prize games, also known as “share the wealth” games, including any Table Board Bingo games; (5) the set percentage used to calculate the variable prizes for the individual Table Board Bingo games; (6) the price of the bingo paper, if applicable; (7) the total value of all prizes offered for the bingo event; (8) the name and address of the premises where the bingo event is to be held (see also AGCO section “9.1.2. Bingo hall registration”);

	<p>(9) any special purchase provisions for used bingo paper exchanged for new paper (for example, \$0.25 instead of \$0.50); and</p> <p>(10) the starting and ending time for the time slot for the licensed Regular Bingo event, and any bingo games played in conjunction with it, including the fixed time slot for any Table Board Bingo games.</p>
--	---

Option 4 – Break Open Ticket

<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification of the person acting on behalf of the applicant organization. This person must be authorized to act on behalf of the applicant organization and be at least 18 years of age. This may be one or several pieces of identification.
<input type="checkbox"/> AGCO Application form	The appropriate completed application form from the Alcohol and Gaming Commission of Ontario (AGCO), found at https://www.agco.ca/lottery-and-gaming/charitable-gaming-charitable-and-religious-organizations .
<input type="checkbox"/> Fee	The application fee is 3 (three) per cent of the total prize value.
<input type="checkbox"/> Organizer Approval	If break open tickets are to be sold at an event, written approval from event organizer.

Option 5 – Bazaar

<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification of the person acting on behalf of the applicant organization. This person must be authorized to act on behalf of the applicant organization and be at least 18 years of age. This may be one or several pieces of identification.
<input type="checkbox"/> AGCO Application form	The appropriate completed application form from the Alcohol and Gaming Commission of Ontario (AGCO), found at https://www.agco.ca/lottery-and-gaming/charitable-gaming-charitable-and-religious-organizations .
<input type="checkbox"/> Fee	The application fee is 3 (three) per cent of the total prize value.
<input type="checkbox"/> Prize list	Except for penny raffles, a complete list of the prizes to be awarded for each game.
<input type="checkbox"/> Game rules	A detailed description of the manner in which the winner will be determined for each game.
<input type="checkbox"/> Sample ticket	If tickets are printed in a language other than English, a full translation of the information to be printed on the tickets and advertisements must be included.
<input type="checkbox"/> Letter of credit	If prizes total \$10,000 or more, a letter of credit from the organizations financial institution is required.
<input type="checkbox"/> Advertisements	Copy of any advertisements for event.

Section 5 – Lottery Report

Upon completion of the lottery event, charitable gaming licensees are required to submit a report; please check the box below to confirm the applicant organization will do so after the lottery is held.

- The applicant organization will submit a completed Lottery Report to the City within 30 days of holding the lottery by mail or email to Bylaw.Licensing@vaughan.ca. The Lottery Report forms are listed on the AGCO website on the specific lottery’s webpage:
- [Raffle](#)
 - [Catch the Ace](#)
 - [Bingo Event](#)
 - [Break Open Ticket](#)
 - [Bazaar](#)

Section 6 – Declarations

By signing below, the principal officers of the applicant organization, (or the applicant organization through the authorized agent) certifies that:

- 1) The information contained in this application, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant's knowledge.
- 2) The person authorized agent has the authority to bind the applicant.
- 3) The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.
- 4) The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.

Signature of two principal officers of the organization

Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. If there are more than two applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.

Name of officer 1	Signature of officer 1	Date (dd/mm/yy)
Name of officer 2	Signature of officer 2	Date (dd/mm/yy)
Signature of the authorized agent (if applicable)		
Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)

For office use only

Reviewed by the following staff:	Date of review (dd/mm/yy)
Notes	