

# 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