

# Raffles

Authorisations to conduct minor gaming activities, including RAFFLES are issued subject to the provisions of the *Gaming Control Act 1993* and to any directions given by the Tasmanian Liquor and Gaming Commission. In accordance with the *Gaming Control Act 1993* the rules of raffles are as follows:

## IS A MINOR GAMING PERMIT REQUIRED?

A permit is required where the total retail value of the prizes is equal to or exceeds \$5 000.

## RULES OF ALL RAFFLES:

1. Raffle proceeds must be used exclusively for the lawful purposes of a not-for-profit organisation or a charitable purpose and not for the private gain or benefit of any person except by way of charity.
2. All ticket sellers must be made aware of the conditions applicable to the sale of tickets in the raffle.
3. A raffle must not be abandoned through lack of ticket sales or for any other reason.
4. A raffle must be drawn within six (6) months of commencement of the raffle. Raffles with a total prize value exceeding \$5 000 may seek approval from the Commission for a period of up to 12 months, subject to any conditions the Commission may require.
5. Where the total retail value of the prizes does not equal or exceed \$5 000, the total value of tickets sold must not exceed five times the total value of the prizes.  
  
In determining the total retail value of prizes, goods or services being offered as prizes must be valued at the reasonable retail price. The recognised retail value of any goods or services is approximately what they can be bought for in a retail situation, regardless of whether the prize has been purchased at a discount or donated.
6. The price of each ticket must be the same value, however ticket bundling (for example sell tickets at \$1.00 each or three for \$2.00) is permitted for raffles where the total retail value of the prizes is under \$1 000.

Ticket prices should be clearly printed on the tickets and/or clearly indicated on any literature promoting the raffle and its prizes.

7. The following are prohibited as prizes:
  - Tobacco products;
  - Firearms and ammunition;
  - Dangerous articles within the meaning of the *Police Offences Act 1935*; and
  - Cosmetic surgery or other similar procedure the main purpose of which is to improve personal appearance.
8. Cash is permitted as a prize, however the total of cash prizes for a raffle must not exceed \$5 000. The Commission may approve spending money as part of a trip prize. The amount of the spending money must be stated on all tickets. Open orders for goods are acceptable provided that the name of the business which accepts the order is stated on all raffle tickets.
9. Where conditions apply to a prize a copy of the conditions must be provided in writing to ticket purchasers on request and this must be stated on the ticket where a permit is issued to conduct a raffle.
10. Children under the age of 13 must not sell tickets in any raffle.
11. Children under the age of 16 must not sell tickets in raffles in which the total retail value of prizes is more than \$500.
12. Tickets in a raffle may only be purchased by individual persons who are aged 18 years or older.

13. Raffle tickets must not be sold “door to door”. Books of tickets must not be distributed to persons who have not agreed to sell them. Unsolicited tickets must not be distributed.
14. An independent person not associated with the organisation must draw the raffle at a venue which is accessible to the public.
15. No condition may be imposed that requires a winner of a prize to be present at the draw in order to claim the prize.
16. Raffle ticket butts must be drawn from a barrel or other large suitable container. There must be sufficient room in the barrel or container for the butts to be mixed freely. No other form of selecting prize winners, including electronic draw methods, may be used without prior approval from the Commission.
17. The method of the draw must allow each ticket in the draw a random and equal chance of being drawn. If there is more than one prize being offered, the first ticket drawn must win first prize and so on. First prize is defined as being the most valuable prize offered in the raffle. “Reverse Draw” raffles are prohibited. Approval by the Commission is necessary if any other means for determining prize winners is proposed.

**What is a reverse draw?**

A reverse draw is any draw which does not meet the requirement that the first ticket drawn must win the first prize, the second ticket must win the second prize, and so on.

‘Last man standing’ raffles, where tickets are drawn from least valuable to most valuable in order to increase anticipation, are therefore only permissible where the tickets are pre-drawn before calling any prize winners.

18. The raffle may only be conducted with the written authority of the governing body of the community or charitable organisation to benefit from the raffle.

**RAFFLES WITH A PRIZE VALUE EXCEEDING \$5 000:**

19. A minor gaming permit is required.
20. An individual activity notification must be lodged with the Commission at least seven (7) days prior to conducting the raffle and approval must be granted prior to commencing the raffle.

21. The responsible person who applies for a minor gaming permit to conduct a raffle shall be issued with the permit and be held responsible for its proper conduct.
  22. As a holder of a minor gaming permit there is a duty to comply with the conditions of raffles. The *Gaming Control Act 1993* provides for a fine up to 50 Penalty Units for failure to do so.
  23. No employees/office bearers of the organisation or their relatives\* may purchase raffle tickets.
  24. Each raffle ticket must contain all of the information as detailed on the “Raffle Ticket Sample.” Where the total retail value of the prizes exceeds \$10 000, the total number of tickets in the draw must also be included.
  25. All raffle ticket butts must show the purchaser’s name and contact details. Ticket sellers must ensure that sufficient information is obtained from the ticket purchaser to identify and locate the person to whom the ticket is sold.
  26. All money from ticket sales must be received directly by the organisation and banked into a bank account operated by the organisation within two working days after it is received.
  27. If the organisation uses a third party or marketing company to promote the raffle, this must be stated on each raffle ticket.
  28. Any changes to the conduct of the raffle after the permit has been issued must first be approved by the Commission.
  29. A proper record of the receipts and payments of the raffle must be kept for a period of seven years after the raffle has been drawn. The Commission may ask for this information.
- \* A relative is defined as a close family member connected by blood, marriage or adoption, including defacto partners, but not extending beyond the immediate family.
30. The permit holder must ensure the following accurate records are kept:
    1. the disposition of funds after the finalisation of the raffle;
    2. all tickets which have been issued;
    3. details of the distribution of prizes; and
    4. bank statements clearly identifying all transactions related to the conduct of the raffle.

31. In the event that a winner does not claim a prize in a raffle and/or the person who conducted the raffle cannot, after a reasonable effort, find a winner of a prize, the person who conducted the raffle must:

1. Ensure that a prize is retained for one year after the draw; or
2. If the prize is livestock or property of a perishable nature, sell the prize in a way that brings a reasonable price and retain the proceeds (after deducting the reasonable costs of the sale) for one year after the draw; or
3. If the prize has still not been claimed after one year, the organisation must sell or otherwise dispose of the prize, if this has not already been done; and
4. pay the proceeds (after deducting the reasonable costs of the sale of disposal) to the Treasurer for payment into the Consolidated Fund.

32. For raffles with a prize value in excess of \$10 000 a detailed financial statement of receipts and payments resulting from the conduct of the raffle, certified by the auditor, must be submitted to the Commission within six (6) weeks of the drawing date of the raffle.

The financial statements must detail:

- a breakdown of income from ticket sales and expenditure, including administration costs;
- the number of tickets which are issued for sale;
- the number of tickets (if any) which are returned unsold and subsequently reissued for sale;
- the number of tickets which are sold by the time of drawing;
- a reconciliation of the tickets printed, a reconciliation of the number of tickets issued, a reconciliation of the number of tickets sold with the money received from their sale and an explanation for any discrepancies; and
- steps taken to have missing tickets returned.

33. The Tasmanian Liquor and Gaming Commission may require a bank guarantee or a security

deposit to the value of the raffle prizes. The deposit would be retained until after verification of distribution of the prizes.

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## RECORDS TO BE RETAINED

34. All records in relation to the raffle must be retained for a minimum of seven (7) years.

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## HOW TO APPLY TO CONDUCT A RAFFLE

- (a) If you have not already done so, complete an application form for a **minor gaming permit** which is obtainable from the Tasmanian Liquor and Gaming Commission or from the website [www.gaming.tas.gov.au](http://www.gaming.tas.gov.au) and follow the prompts for minor gaming.
- (b) Attach a copy of the constitution of the organisation, unless one has previously been sent to the Commission. If the organisation is incorporated, attach Memorandum and Articles of Association or organisation rules and/or objectives.
- (c) Pay the minor gaming permit fee. If required, the applicant must also pay any reasonable costs incurred by the Commission relating to an investigation into a minor gaming permit application if the Commission exercises its discretion to conduct an investigation.
- (d) A permit will usually be issued within two working days if the above instructions have been complied with.
- (e) Once your permit is obtained, to conduct a raffle an **Individual Activity Notification** form must be completed and lodged at least 7 days prior to conducting the game. A likeness, sketch or printers proof of the raffle tickets must be submitted with the form. The raffle ticket example must contain all of the information included on the "Raffle Ticket Sample"

# Raffle ticket sample

NAME OF ORGANISATION	NAME OF ORGANISATION
Event/Funds Raised for _____ _____	Event/Funds Raised for _____
Sponsored by _____ _____	Sponsored by _____
Name: _____ Address: _____ _____ _____	<p><b>1st prize</b> Car(year, make, model, series, extras) &amp; all on road costs      Retail value \$</p> <p><b>2nd prize</b> Trip for (no of people) flying with (airline) to (destination)      Retail value \$ (departing from) with x night's accommodation at (hotel, location) state if any conditions apply.</p> <p><b>3rd prize</b> Electrical item (brand name, model number)      Retail value \$</p> <p><b>4th prize</b> Gift voucher/Open order at (store name, suburb)      Retail value \$</p> <p><b>5th prize</b> Art/Craftwork (by who/where)      Retail value \$</p> <p><b>6th prize</b> Food or Wine prize (description, from who/where)      Retail value \$</p> <p><b>7th prize</b> Stubbies/Cans (brand, number of)      Retail value \$</p> <p><b>8<sup>th</sup> prize</b> etc etc</p> <p><b>Ticket/Book sellers prize:</b> Prize details and retail value</p> <p><b>Details of third party/marketing company:</b> (if they are assisting in the promotion of the raffle).</p> <p><b>Total number of tickets to be included in the draw:</b> (applies only if total prize value exceeds \$10 000)</p> <p><b>Draw date:</b> _____ at (venue name, address and time) (draw date- must be within 6 months of receiving approval to conduct raffle)</p> <p><b>Results published in:</b> (newspaper(s), date)</p> <p><b>Tasmanian Liquor and Gaming Commission permit No.</b> _____ <b>Ticket No.</b> _____</p>
Phone: _____	
Ticket number	
<b>Ticket cost</b>	<b>Permit holder:</b> (name and full postal address) <b>Ticket cost</b>

Please note:

All of the above details must be supplied on the raffle ticket draft (where applicable). Failure to provide the required information may contravene the *Gaming Control Act 1993* resulting in a fine not exceeding 50 penalty units.

The value of a penalty unit can be located at: -

[https://www.justice.tas.gov.au/about/legislation/value\\_of\\_indexed\\_units\\_in\\_legislation](https://www.justice.tas.gov.au/about/legislation/value_of_indexed_units_in_legislation)

## LIQUOR AND GAMING CONTACT DETAILS

Salamanca Building Parliament Square  
4 Salamanca Place HOBART TAS 7000  
Telephone: (03) 6166 4040 Facsimile: (03) 6173 0218

Level 3 Henty House 1 Civic Square LAUNCESTON TAS 7250  
Telephone: (03) 6777 2777 Facsimile: (03) 6173 0218

GPO Box 1374 HOBART TAS 7001 Australia  
Email: [gaming@treasury.tas.gov.au](mailto:gaming@treasury.tas.gov.au) Web: [www.gaming.tas.gov.au](http://www.gaming.tas.gov.au)