



Lotteries Checklist

Minor Trade Promotion - promotional competitions / incentive prize draws

Is my competition / prize draw:

- for the purpose of promoting the University or University activity?
- free to enter (or free if goods or services are purchased)?
- for prizes that do not include 'prohibited' goods or services (tobacco, weapons, cosmetic surgery)?
- for prizes that do not exceed a total retail value of \$5000?

If you answered 'yes' to all of the above, your competition is a '**minor trade promotion**' and does not require a licence from Consumer and Business Services provided you comply with the following conditions:

- each entry/ticket has an equal chance of winning the major prize (this may be subject to the participant satisfying any conditions to go into the prize draw, e.g. answering a question correctly);
- the duration of the competition is no longer than 12 months;
- all advertisements contain the following information:
 - name and address of the University;
 - duration of the competition;
 - nature and value of the prizes to be won;
 - the number of draws in the competition and the place and time for the drawing;
 - the date on which and the method by which participants will be advised of the results;
 - how the full terms and conditions of the competition can be obtained (if not in the advertisement itself);
- the competition is not going to be drawn electronically;
- the competition draw will be held at the date, time and place advertised;
- competition winners will be determined by lot;
- a list of the drawn prizes and winners, or winning ticket numbers, must be displayed in a prominent place where the draw took place for at least 7 days after the draw;
- where a prize/s is valued at over \$250, the name and address of each winner must be published (unless the winner has requested otherwise), in a State-wide newspaper, or in the magazine, newsletter, website or other publication where the competition was advertised;
- the winner will be notified in writing within 14 days of the draw (if not present at the draw) and given details of how the prize is to be delivered or collected;
- all winning records of entry (e.g. winning ticket butts) and the list of prizes and winners (or winning numbers) must be retained for at least 3 months;
- where the terms and conditions deal with unclaimed prizes, there must be a reasonable opportunity for a winner to claim the prize.

If you are not sure about any of these conditions and how they affect your competition, please contact helpdesklegal@adelaide.edu.au for assistance.

Raffles

Is my raffle:

- a fundraiser for my club or other not-for-profit association?
- for prizes that do not exceed a total retail value of \$5000?

If you answered 'yes' to all of the above, your raffle is a 'minor lottery' and does not require a licence from Consumer and Business Services provided you abide by the following conditions:

- each ticket must give rise to an equal chance of winning the major prize;
- if tickets are sold before the day on which the competition is to be drawn or are sold at locations other than where the draw will take place:
 - each ticket and ticket butt must have the name of the association conducting the lottery clearly printed on it;
 - each ticket and ticket butt must have the date, place and time for the draw clearly printed on it;
 - the butt of each ticket sold must have the name and address (or telephone number) of the purchaser of the ticket clearly written on it;
- the draw must be conducted on the day, time and place specified;
- the winner cannot be required to be present to claim the prize;
- the total retail value of all prizes must be not be less than 20% of the total face value of all the tickets in the competition;
- if the terms and conditions of the competition do not include how unclaimed prizes will be dealt with, they must be retained for 3 months after the draw
- the prizes do not include 'prohibited' goods or services (tobacco, weapons, cosmetic surgery);
- no other inducements are made (other than the prizes) to encourage people to enter the competition;
- the winner must be notified in writing of the nature or amount of the prize and the time and place of collection if the prize is not delivered to the winner within 4 days of the draw.

'Minor lotteries' also have conditions about advertising and the application of the proceeds of the competition. If you are not sure about any of these conditions and how they affect your competition, please contact helpdesklegal@adelaide.edu.au for assistance

Other forms of random prize draws

Instant lotteries ('scratch tickets'), participation lotteries ('door prizes'), bingo, sweepstake competitions and Calcutta sweepstakes are subject to different rules. Please contact helpdesklegal@adelaide.edu.au for assistance.

Last Updated: 10 June 2016