

Gaming Services Client Guide

How to: Submit a Lottery Application

This document outlines how to submit a lottery application online through the City of Toronto website.

Step 1: Visit the [City of Toronto Permits and Licences Website](#)

Step 2: Click on [Lottery Licences](#) or use the Search bar to find your lottery type

- [Building Permits](#)
- [Film Permits](#)
- [Lottery Licences](#)
- [Marriage Licences](#)
- [Parking Permits](#)
- [Taxi Licences](#)



All Permits & Licences

Show entries

Search:

Licence or Permit	Description	Category
Bingo Licence	Bingo licences may be issued for events at one of the three Commercial Bingo halls in Toronto or in a public place.	Lottery
Break Open Tickets	The City licences organizations to sell Break Open Tickets at legions, hospitals and variety stores.	Lottery
Lottery Events at a Bazaar	The City licences lottery events at a bazaar where any combination of the following are held: <ul style="list-style-type: none">• Raffle with prizes up to \$500• Bingo with prizes up to \$500• A maximum three wheels of fortune with a \$2 bet• Penny auction raffle	Lottery
Raffles	The City licences raffles to eligible non-profit charitable organizations with prizes up to \$50,000.	Lottery

Showing 1 to 4 of 4 entries (filtered from 136 total entries)

Previous **1** Next

Step 3: To apply for a raffle licence visit the [Raffles website](#)

Lottery Licences



Starting January 4, the Licence and Permit Issuing Office at the East York Civic Centre will be closed to the public. You can apply for or renew lottery licences/permits and submit event specific report forms online. Search for your licence or permit category below for more information.

The City issues lottery licences and permits to eligible non-profit organizations.

Bingo in Public Places

Information on how to obtain a licence for Bingo with prizes up to \$5,500 in non-commercial or public venues.

cGaming

Application information for charitable, non-profit and/or religious organizations and cGaming Centre Charity Coordinators.

Raffles

The City licences paper-based raffles with prizes up to \$50,000 to eligible non-profit charitable organizations.



Break Open Tickets

Licences for legions, hospitals and variety stores that want to sell

Lottery Events at a Bazaar

Licences to hold any combination of lottery events at bazaars:

Municipal Approval

Permission is required for organizations applying to sell

Step 4: Click on the plus sign to expand the "How to Apply" accordion

Raffles

The City provides licences for paper-based raffles with prizes up to \$50,000 to eligible non-profit charitable organizations. This includes but is not limited to 50/50, elimination, calendar and catch-the-ace-draws.

For paper-based raffles with prizes over \$50,000 and all electronic raffles, contact the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#) ¹².

An electronic raffle is the use of computers for the sale of tickets, the selection of winners and the distribution of prizes.

Expand All +

Collapse All -

Who Can Apply	+
Application Requirements	+
How To Apply	+
Payment Options	+



Step 5: Read the application requirements, then click on [Submit Application](#)

Raffles

The City provides licences for paper-based raffles with prizes up to \$50,000 to eligible non-profit charitable organizations. This includes but is not limited to 50/50, elimination, calendar and catch-the-ace-draws.

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Expand All + Collapse All -

Who Can Apply	+
Application Requirements	+
<u>How To Apply</u>	-

Organizations requiring licences or permits from the City of Toronto can now apply online or in-person.

Apply online

Save yourself time and apply online. Please have all required documents ready to upload before starting the application, as it requires 10-15 minutes to complete and cannot be saved. [Download a step by step guide](#) on how to submit a new application.

[Submit Application](#) ←

If you have already submitted an application you may upload additional documents using your upload token.

[Upload Documents for Existing Request](#)

Step 6: Complete the Contact Information fields on the Application Request

Note: Provide the name, email, and phone number for the individual submitting documents on behalf of the organization.

Provide the address of the organization.

Mailing Address fields are optional - only provide it if this is different than the contact address provided.

Licences and Permits Application

Share  Print 

Application Request



Contact Information		
First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Email Address <i>Example: you@website.com</i>	Confirm Email Address <i>Example: you@website.com</i>	Mobile Number <i>Example: 416-123-1234</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Number	Street Address	Unit/Suite Number (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	Province / State	
<input type="text"/>	<input type="text"/>	
Postal / Zip Code	Country	
<input type="text"/>	<input type="text"/>	
Mailing Address		
Street Number (optional)	Street Address (optional)	Unit/Suite Number (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>
City (optional)	Province / State (optional)	
<input type="text"/>	<input type="text"/>	
Postal / Zip Code (optional)	Country (optional)	
<input type="text"/>	<input type="text"/>	

Step 7: Enter your organization's name and any additional optional information

Note: You are not required to enter a response to the question "Are you taking over from another business?". Please skip this question as it does not apply to Gaming Services clients.

Business/Organization Information

Licence/Permit Type **Operating Name (if applicable) (optional)**

GAMING SERVICES RAFFLE ✓

Legal Entity Name (optional)

✓

Business/Organization Address (optional) **Business/Organization Unit/Suite Number (optional)**

Begin typing the address and then select an option from the drop-down menu for a Toronto address ✓

Municipality (optional) **Province (optional)** **Postal Code (optional)**

✓ ✓ ✓

The following is only applicable to brick-and-mortar establishments. Are you taking over from another business? (optional)

Yes
 No

Support Information

Please provide any additional information that will assist us in processing your application. (optional)

2000 characters remaining from a maximum of 2000 characters.



Step 8: Gather listed documents required for upload and click "Upload Documents"

Documents

Below you will find the documents and information you need to provide with your application submission. Additional documents may be requested.

Selected Licence/Permit Type: GAMING SERVICES RAFFLE

Required Documents

- Application to Manage and Conduct a Raffle Lottery
- Raffle Licence Application Instructions
- Name of Financial Institution and Location and Account Number of Lottery Account
- Detailed Ticket Sales Plan
- Supporting Documents and Checklist

[Return to welcome page](#)

[Upload Documents](#)

Step 9: Press Upload button beside the name of each document to add files to your application

Licences and Permits Application

[Share](#) [Print](#)

Documents Upload

Upload

Below you will find the documents you need to provide with your application submission. Additional documents may be requested.

Reference ID: 20000508

Selected Licence/Permit Type: GAMING SERVICES RAFFLE

Required Documents

- Application to Manage and Conduct a Raffle Lottery [Upload](#)
- Raffle Licence Application Instructions [Upload](#)
- Name of Financial Institution and Location and Account Number of Lottery Account [Upload](#)
- Detailed Ticket Sales Plan [Upload](#)
- Supporting Documents and Checklist [Upload](#)

[Submit Application Documents](#)

[Refresh Files](#)

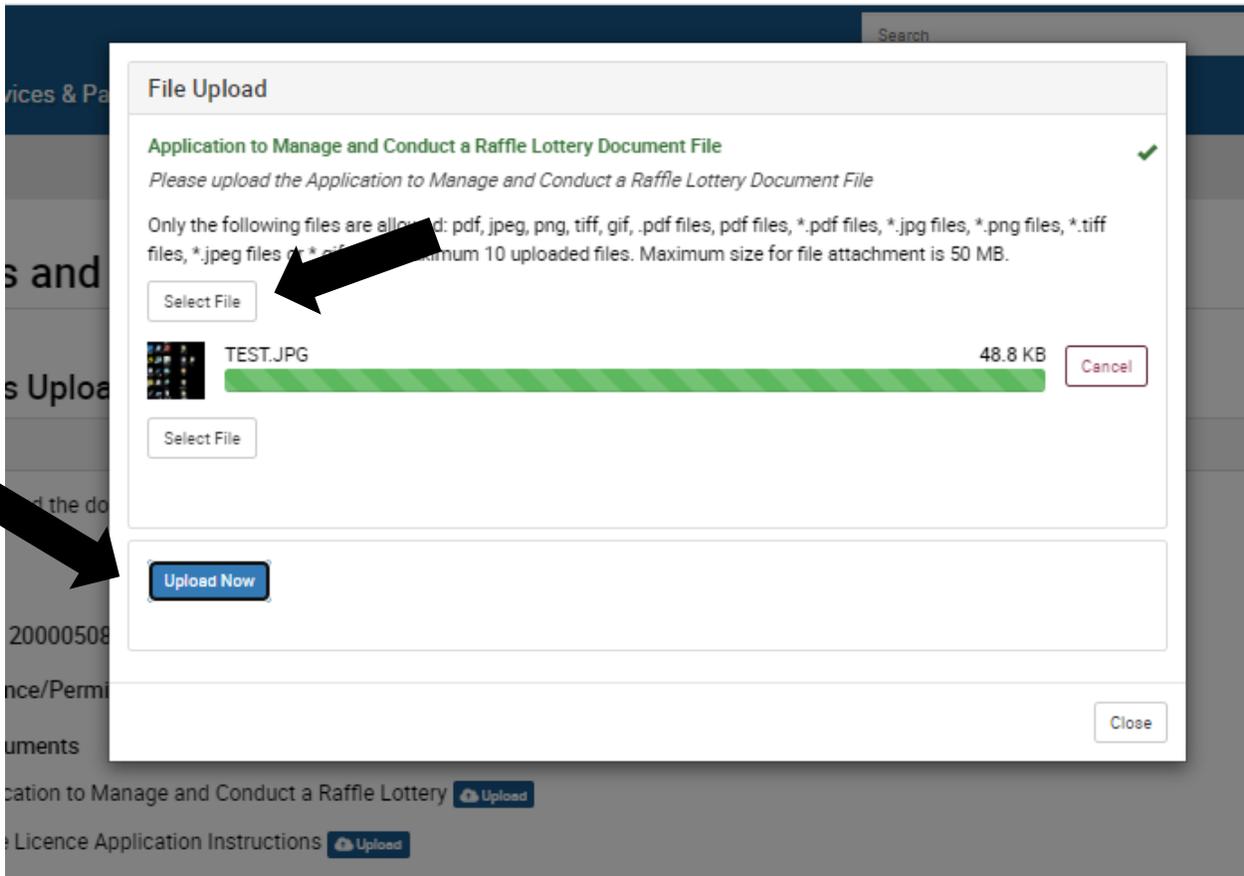
Show entries

Search:

Document Name	Type	Category	Upload Date	Status
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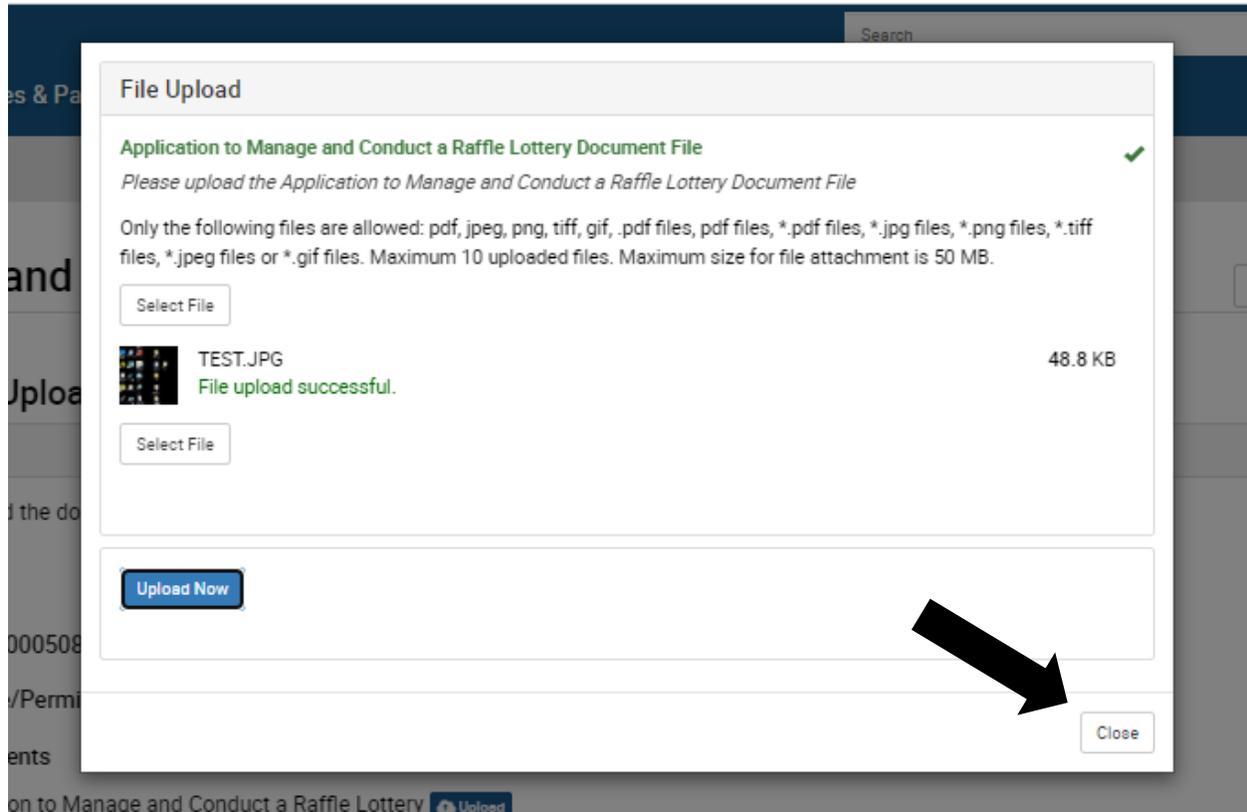
Step 10: Press "Select File" button to choose the file you wish to upload, then press "Upload Now"

Note: Only press "Upload Now" once for each document. If you press "Upload Now" more than once, multiple copies of your document will be uploaded.



Note: You can upload more than one file under each required documents, up to a maximum of 10 files.
Maximum size for file attachment is 50 MB.

Step 11: Once the phrase "File upload successful" appears, press "Close"



Step 12: Upload the next document, repeat until all documents are uploaded

Licences and Permits Application

Share Print

Documents Upload

Upload

Below you will find the documents you need to provide with your application submission. Additional documents may be requested.

Reference ID: 20000508

Selected Licence/Permit Type: GAMING SERVICES RAFFLE

Required Documents

- ✔ Application to Manage and Conduct a Raffle Lottery
- ✘ Raffle Licence Application Instructions
- ✘ Name of Financial Institution and Location and Account Number of Lottery Account
- ✘ Detailed Ticket Sales Plan
- ✘ Supporting Documents and Checklist

Continue to upload until all documents for your application show

Step 13: Once all documents have been uploaded, press "Submit Application Documents"

Licences and Permits Application

Share Print

Documents Upload

Upload

Below you will find the documents you need to provide with your application submission. Additional documents may be requested.

Reference ID: 20000508

Selected Licence/Permit Type: GAMING SERVICES RAFFLE

Required Documents

- ✔ Application to Manage and Conduct a Raffle Lottery
- ✔ Raffle Licence Application Instructions
- ✔ Name of Financial Institution and Location and Account Number of Lottery Account
- ✔ Detailed Ticket Sales Plan
- ✔ Supporting Documents and Checklist

Step 14: View the confirmation page and confirmation email, and note your reference number

Note: if you need to contact Gaming Services about your application, please give them the reference number

Confirmation page:

Licences and Permits Application

Submission

Your application request has been successfully submitted to the City of Toronto.

Your Reference Number is: 20000508

[Submit Another Application](#)

[Return to welcome page](#)

Confirmation e-mail:

Reference Number #20000508

Hi Test,

Thank you for your licence or permit request.

Unfortunately we are experiencing a high volume of applications/renewals and are currently short-staffed, resulting in longer than usual wait-times

A client services representative will contact you via email in the next five business days to review your application submission.

If your application submission is complete, we will email you instructions on how to submit payment for your application.

Please note that you are not permitted to operate until you receive confirmation that a licence/permit has been issued.

Legal Entity Name: Charity Inc.

Licence/Permit Type: GAMING SERVICES RAFFLE

We look forward to speaking with you soon.

With regards,
Municipal Licensing & Standards