

Organization of a small lottery/draw (register raffle)

You would like to organize a small lottery (tombola)? Then you need a permit. You can learn more about it here.

Competent Department

- [Ordnungsamt | Referat 10 - Allgemeine Ordnungsangelegenheiten](#)

Contact Person

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Basic information

If you want to organize a small lottery (tombola), you need a permit. The permit is subject to a fee and is issued by the Public Order Office upon application, provided that the requirements for the permit are met.

In addition, in some cases you must report the raffle to the Bremen tax office.

Requirements

- A small lottery/draw (raffle) exists when revenue is generated from the sale of tickets and winnings are distributed.
- No economic purposes may be pursued with the event. The net proceeds may only be used for charitable, church or benevolent purposes.
- At least 25 % of the game capital (game capital = number of tickets x ticket price) must be donated to the purpose of the raffle. Furthermore, at least 25% of the amount of the game capital must be distributed in the form of winnings.
- In order to obtain a permit for your small lottery/raffle (tombola), you must apply for the permit at the Gambling Supervision of the Public Order Office. A permit can only be

issued if all the necessary documents are submitted and the requirements for the permit are met.

What documents do I need?

- Fully completed application form
- Profit list

(= listing of all winnings with their market value). The list of winnings must be submitted upon application to the extent that the market value of the listed winnings corresponds to at least 25% of the gaming capital. A complete list of winnings must be submitted prior to the start of the event. A sample form is available.

Procedure

You can apply for the permit in different ways. Please use the option of applying via the online service or by e-mail. However, a written application is also possible.

Online service

- Use the online service under "Further information" - "Online service" - "Online application small lottery/ draw (raffle)".
- The online service will guide you through the application step by step.
- You can submit the required documents digitally.
- You can temporarily store your entries for 30 days.
- To complete and submit the online application, you need a service account. If you do not yet have a service account, you can register for one. You can do this during the online application process.
- The documents will be checked by the Public Order Office.
- If the requirements for issuing a permit to organize a small lottery/raffle (tombola) are met, the person registering will receive a permit including conditions and a fee invoice by mail.

Application by e-mail

- Use the forms under "Further information" - "Forms".
- Send the completed forms with the documents to the e-mail address gluecksspielaufsicht@ordnungsamt.bremen.de.
- The documents will be reviewed by the Ordnungsamt.
- If the requirements for issuing a permit to organize a small lottery / draw (tombola) are met, the person applying will receive a permit including conditions and a fee invoice by mail.

Written application by mail

- Use the forms under "Further information" - "Forms".
- Send the completed forms with the documents to the following address:
 - Ordnungsamt Bremen
Department 10 - General Regulatory Affairs
Gambling Supervision

Stresemannstraße 48
28207 Bremen

- The documents will be checked by the Ordnungsamt.
- If the requirements for the granting of a permit to organize a small lottery / draw (tombola) are met, the person registering will receive a permit including conditions and a fee invoice by mail.

Legal bases

- [§ 6 Bremisches Glücksspielgesetz \(BremGlüG\)](#)
- [§ 4 Abs.1 Glücksspielstaatsvertrag 2021 \(GlüStV 2021\)](#)
- [§ 12 Glücksspielstaatsvertrag 2021 \(GlüStV 2021\)](#)
- [§ 13 Glücksspielstaatsvertrag 2021 \(GlüStV 2021\)](#)
- [§ 14 Glücksspielstaatsvertrag 2021 \(GlüStV 2021\)](#)
- [§ 15 Glücksspielstaatsvertrag 2021 \(GlüStV 2021\)](#)
- [§ 16 Glücksspielstaatsvertrag 2021 \(GlüStV 2021\)](#)
- [§ 17 Glücksspielstaatsvertrag 2021 \(GlüStV 2021\)](#)
- [§ 18 Glücksspielstaatsvertrag \(GlüStV 2021\)](#)

What deadlines must be paid attention to?

Please submit your application no later than 3 weeks before the start of the event.

An account of the proceeds of the raffle, the prizes issued, the costs incurred and the use of the net proceeds must be submitted to the Office of Public Order no later than 4 weeks after the event, together with proof of the use of funds.

How long does it take to process

Up to 3 weeks.

What are the costs?

87,00 EUR