

**GAMING CONTROL ACT 1993
TASMANIAN GAMING COMMISSION**



**LICENSED PREMISES GAMING LICENCE
APPLICATION**

Name of Applicant(s)

.....

GAMING LICENCE CATEGORIES

Select

- | | |
|--------------------------------------|--------------------------|
| 1. Keno | <input type="checkbox"/> |
| 2. Gaming Machines | <input type="checkbox"/> |
| 3. Keno & Gaming Machines | <input type="checkbox"/> |

**This document and its contents will remain strictly confidential
to the Liquor and Gaming Branch and the Tasmanian Gaming Commission.**

Tasmanian Gaming Commission
PO Box 1374
Hobart Tas Australia 7001
Telephone: (03) 6233 3109 Fax: (03) 6234 1728

July 2008

INFORMATION ABOUT THIS APPLICATION

Before commencing this application please read the following information carefully. If you require assistance, you may contact the Commission on (03) 6233 3109.

INTRODUCTION

The State Government of Tasmania, through the *Gaming Control Act 1993* ensures that the licensing and supervision of gaming within hotels and clubs is strictly controlled to ensure a high level of probity and integrity.

All persons or organisations who apply for a licence are required by law to provide the information requested in this application form to the Tasmanian Gaming Commission.

THE APPLICATION

This application and its contents will remain strictly confidential to the Tasmanian Gaming Commission (Commission) with the exception of some of the information provided in Section B (Gaming Machine applicants only) which may be made available to the gaming operator in order for it to assess the applicant's commercial viability.

Failure to fully disclose all relevant information known to the applicant, or to provide incomplete records as required may, in itself, be sufficient reason to reject this licence application. It is therefore recommended that full use be made of attachment pages.

In accordance with the *Gaming Control Act 1993*, the Commission can require any person associated with an application to submit to fingerprinting and palm printing.

PERSONAL INFORMATION PROTECTION STATEMENT

1. Personal information will be collected from you for the purpose of determining your application and will be used by the Liquor and Gaming Branch, Department of Treasury and Finance, for managing, assessing, advising upon and determining the relevant application and may be used for other purposes permitted by the *Gaming Control Act 1993* and Regulations.
2. You are required to provide this information by the *Gaming Control Act 1993* and Regulations. Failure to provide this information may result in your application not being able to be processed or the service not being able to be provided.
3. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of the Liquor and Gaming Branch, the Tasmanian Gaming Commission, law enforcement agencies, debt collection and other finance agencies for the purposes of conducting a credit check, courts and other organisations authorised to collect it.
4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the Department. You may be charged a fee for this service. Further information on the Department's policies in relation to the *Personal Information Protection Act 2004* can be found at <http://www.treasury.tas.gov.au/pip>.

ELIGIBILITY

In accordance with Section 38 (1) of the Act, the Commission must not grant an application for a licensed premises gaming licence unless satisfied that -

- the applicant and each associate of the applicant is a suitable person to be concerned in or associated with the management and operation of an approved venue; and
- the applicant's premises are suitable for the management and operation of gaming machines or for the conduct of Keno or both.

In considering this application, the Commission will assess whether the application meets the following criteria:

- the applicant and each associate is of good repute having regard to character, honesty and integrity;
- each person is of sound and stable financial background;
- satisfactory ownership has been arranged where the applicant is not a natural person;
- business links are not, in the Commission's opinion, with undesirable parties (with regard to integrity and financial soundness);
- each director, partner, executive officer and any other person determined by the Commission to be associated or connected with the ownership, administration or management of the operations or business of the applicant is a suitable person to act in that capacity;
- the size, layout and facilities of the premises are suitable; and
- proposed security arrangements are adequate.

THE LICENCE

The licence will be specific to the "applicant" named in this form and is not transferable to any other company, incorporated body, partnership or individual.

PROVISIONAL LICENCE

Applications for a venue that are licenced for keno and or gaming machines are issued a provisional licence to continue operation of keno and or gaming whilst their application is being assessed.

The Commission must receive the following documents to issue a provisional licence:

- A completed Application form;
- A completed Incorporated Body History Proforma (if applicable) or completed Personal Application form(s);
- Application fee; and
- Annual Licence fee.

FEES

APPLICATION FEE

An application fee (as indicated below) must accompany this application together with the required associate fee.

Licence Category	Application Fee
Keno	\$448.00
Gaming Machines	\$729.60
Keno & Gaming Machines	\$729.60

Associate Fee

	Application Fee
An Associate not previously fingerprinted for the purposes of the Tasmanian Gaming Commission	\$185.60
An Associate who has previously been fingerprinted for the purposes of the Tasmanian Gaming Commission	\$102.40

ANNUAL LICENCE FEE

Licences are issued for a maximum period of five years and subject to an annual licence fee payable on the date the licence first takes effect and every year thereafter.

Keno	\$1000
Keno and/or ten (10) Gaming Machines	\$1000

The Annual Licence fee to conduct Keno and/or Gaming Machines is \$1000. However if you are licensed to operate more than ten (10) gaming machines an additional \$100 per gaming machine is payable.

PROCEDURES

- 1. For the purpose of this application an “applicant” may be a company, incorporated body, partnership, or an individual.
- 2. Where a question does not apply, state “N/A”. If there are no details to disclose in response to a particular question, state “NIL”.
- 3. Applicants applying for the renewal of their Licensed Premises Gaming Licence must complete all sections of this application except where specifically advised not to.
- 4. The application should be forwarded to the Commission marked:

Strictly Confidential

Application for Licensed Premises Gaming Licence:

Tasmanian Gaming Commission	or	Tasmanian Gaming Commission
80 Elizabeth Street		GPO Box 1374
Hobart TAS 7000		Hobart TAS 7001

- 5. The Commission will acknowledge receipt of your application in writing.
- 6. Each individual person listed in Section A of this application is required to complete a ‘Personal Application Form’.
- 7. Within fourteen days of submitting an application to the Commission, the following notice must be published in a major newspaper circulating in the area in which the premises are situated. A copy of the published notice (showing date of publication) should be forwarded to the Commission as soon as possible.

✂-----
✂

<p>Gaming Control Act 1993</p> <p>..... (Name of applicant)</p> <p>has applied for a Licensed Premises Gaming Licence to operate Tas Keno/Gaming Machines/Tas Keno & Gaming Machines at (cross out which does not apply)</p> <p>..... (name of venue and address)</p> <p>In accordance with Section 37 of the Act, any person may object to the granting of the application within 14 days of this notice. Objections must be in writing and may only relate to the character, honesty and integrity of the applicant. Objections should be forwarded to the Tasmanian Gaming Commission, marked STRICTLY CONFIDENTIAL C/-GPO Box 1374, Hobart 7001.</p> <p style="text-align: right;">.....(Signed applicant)</p>

SECTION A DETAILS OF THE APPLICANT

DETAILS OF APPLICANT

1.	Full name of applicant (eg club, company, partnership, etc.) <i>Where an applicant is a partnership, list all partners. Where an applicant is a combination of companies, partnerships and/or individuals, list all parties.</i>
2.	Registered No. of Company (if applicable)
3.	Business Address
4.	Details of a contact person: <i>This is the person who is to receive all formal notices and correspondence from the Commission in relation to the Licensed Premises Gaming Licence.</i>
a)	Title (Mr, Mrs, Miss, Ms, Dr)
b)	Full Name
c)	Position Title
d)	Postal Address
e)	
f)	Day time telephone No. ()
g)	Fax No. ()

DETAILS OF PREMISES

5.	Name of Venue	
a)	Address	
b)	Proposed number of Keno terminals	
c)	Proposed number of gaming machines	
d)	Full name of Liquor Licensee	
e)	Is the applicant the owner of the premises? If No complete (f) to (h) below	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
f)	Name of owner	
g)	Address of owner	
h)	Relationship to applicant	

6 ASSOCIATES

ALL ASSOCIATES MUST COMPLETE A 'PERSONAL APPLICATION FORM'.

An "associate" of an applicant is any person who:

(a) holds or will hold any relevant financial interest, or is or will be entitled to exercise any relevant power (whether in right of the person or on behalf of any other person), in the gaming operation business of the applicant and by virtue of that interest or power, is able or will be able to exercise a significant influence over, or with respect to, the management or operation of that gaming operation business; or

(b) holds, or will hold, any relevant position, whether in right of the person or on behalf of any other person, in the gaming operation business of the applicant or licence holder.

"relevant financial interest", in relation to a business, means -

- a) any share in the capital of the business; or
- b) any entitlement to receive any income derived from the business.

"relevant position", in relation to a business means the position of director, manager or other executive position or secretary, however that position is designated.

"relevant power", means any power whether exercisable by voting or otherwise and whether exercisable alone or in association with others -

- a) to participate in a directional, managerial or executive decision; or
- b) to elect or appoint any person to any relevant position.

If you are unsure who are associates to your application please call the Commission on 6233 3109 or 6233 2739

INDIVIDUALS / PARTNERSHIPS

Where the applicant is an individual or partnership a 'Personal Application Form' must be completed by the individual or each partner. A number of these proformas are included in the application documentation for completion by those persons. Further proformas are available from the Commission.

Where:

- a) the liquor licensee differs from the applicant; or
- b) a gaming manager is employed at the venue

a 'Personal Application Form' must be completed by that person. Please list below details of the applicant and any other person associated with the application who will be completing a 'Personal Application Form' .

If insufficient space please provide details on the attachment page.

	Full Name	Date of Birth	Position Title
<i>i.</i>			
<i>ii.</i>			
<i>iii.</i>			
<i>iv.</i>			
<i>v.</i>			

COMPANIES AND INCORPORATED BODIES / CLUBS

Where the applicant is a company or incorporated body a 'Personal Application Form' must be completed by each director, manager, secretary, executive committee person and public officer. A number of these proformas are included in the application documentation for completion by those officers. Further proformas are available from the Commission.

Where:

- a) the liquor licensee differs from the applicant; or
 - b) a gaming manager is employed at the venue
- a 'Personal Application Form' must be completed by that person.

Please list below details of persons associated with the application who will be completing a 'Personal Application Form'.

If insufficient space please provide details on the attachment page.

	Full Name	Date of Birth	Position Title
<i>i.</i>			
<i>ii.</i>			
<i>iii.</i>			
<i>iv.</i>			

SECTION B
COMMERCIAL INFORMATION
(FOR GAMING MACHINE APPLICANTS ONLY)

Keno applicants go to Section C

PREMISE INFORMATION

In considering the application, the Commission is required to take into account factors such as financial viability and quality of premises.

The following data is therefore required to assist the Commission in its assessment.

1.	Club membership - Financial <i>(not applicable to Hotels)</i>	Number		
2.	Size of licensed premises <i>(answer in square metres)</i>	m ²		
3.	Size of proposed gaming area within licensed premises <i>(answer in square metres)</i>	m ²		
4.	What hours of operation would you desire after the granting of a gaming machine licence? <i>(please write in the hours desired in the space provided)</i>	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	From	To

5. Services or facilities provided or intended to be provided when:

- gaming machines are introduced; or
- the applicant takes over management of a venue where gaming machines have already been installed.

Please provide a written commentary on each of the following:

a)	meals;
b)	other types of gaming available at the venue;
c)	additional employment opportunities;
d)	new building or property developments including refurbishment and redevelopment of existing premises;
e)	provision of facilities for the local community, patrons and tourists;
f)	current level of financial assistance (if any) provided to other organisations within the community; and
g)	proposed approach to the handling of current and potential problem gamblers.

SECTION C

DOCUMENTS TO ACCOMPANY THIS APPLICATION

The documentation and information listed below must accompany the application. For your assistance, the following check list is provided. (please tick or make comments)

		☑ / Comments
1.	A copy of the liquor licence relating to the premises including any out of hours permit.	<input type="checkbox"/>
2.	Proof of the applicant's tenure over the venue to which this application relates (eg. copies of lease, title).	<input type="checkbox"/>
3.	Property plans showing the location of buildings and car parking areas. <i>This plan may be hand drawn to scale and should include all entry and exit points in relation to streets. It should also detail any proposed alterations and future expansion plans. (Scale 1:250 or 1:500)</i>	<input type="checkbox"/>
4.	<p>Keno Applicants: 4.1 Floor plans indicating the proposed placement of:</p> <ul style="list-style-type: none"> • Tas Keno terminals, display boards and screens; • EFTPOS terminals; and • Totaliser Agency Board (TAB) Terminals. <p style="text-align: center;">AND/OR</p> <p>Gaming Machine Applicants: 4.2 Complete floor plan of the venue indicating the location of the restricted gaming area within the premises. <i>The plan should include the following information:</i> <i>(Scale 1:100)</i></p> <p>(a) The manner in which the restricted gaming area is separated from other areas of the premises;</p> <p>(b) Location of the coin change area;</p> <p>(c) EFTPOS terminals;</p> <p>(d) Totaliser Agency Board (TAB) terminals; and</p> <p>(e) Entries and exits.</p>	<input type="checkbox"/>
5.	<p>A statement outlining details of the security arrangements for the premises addressing the following matters:</p> <p>(a) a safe;</p> <p>(b) surveillance including surveillance system type (ie Digital or Analogue) and brand ie "digital pacom system";</p> <p>(c) an in-house alarm alert system covering all accesses to the gaming machine area; (gaming machine applicants only)</p> <p>(d) security for cash in transit;</p> <p>(e) supervision of gaming areas; (gaming machine applicants only)</p>	<input type="checkbox"/>

	<p>and</p> <p>(f) patron security.</p> <p><i>Minimum-security requirements exist for all venues that must be approved by the Commission. Additional requirements may be imposed having regard to the particular circumstances of a venue.</i></p> <p><i>If there is no surveillance in place a person licenced by the Commission must be in the gaming room for the purpose of surveillance of gaming only. Applicants have ninety (90) days to install the required surveillance system as the Commission will not consider an approval until such time as surveillance is installed.</i></p> <p><i>For existing Licensed Premises Gaming (LPG) applicants if a surveillance system is already in place, the self certification form must be returned within ninety (90) days of the Provisional LPG Licence. If this does not occur, the Provisional Licence will not be extended.</i></p>	
6.	A copy of any auditor's report on the financial affairs of the applicant.	<input type="checkbox"/>
7.	<p>Where the applicant is an incorporated body under the <i>Associations Incorporation Act 1964</i>:</p> <ul style="list-style-type: none"> • A completed 'Incorporated Body Proforma' • A completed 'Personal Application Form' for each Associate of the incorporated body. <p>Where the applicant is a company registered under the Corporations Law:</p> <ul style="list-style-type: none"> • A completed 'Incorporated Body Proforma' • A completed 'Personal Application Form' for each director, manager and secretary of the company. <p>Where the applicant is a partnership or individual:</p> <ul style="list-style-type: none"> • Certificate of Registration for the business name for which you are to conduct gaming operations; • Copy of Trust Deed if applicable; • Copy of the partnership agreement if applicable; and • Financial statements consisting of a balance sheet, profit and loss statement and explanatory notes for the last three financial years. 	<input type="checkbox"/>
8.	A completed 'Personal Application Form' for each person listed in Section A of this application.	<input type="checkbox"/>

9. Please provide the name of staff members who will be working or currently work as special employees at the premise.

Full Name	Licence No. (if applicable)

Note:

A venue will not be given approval to commence keno gaming until there are at least two keno special employees working at the venue.

A venue will not be given approval to commence gaming machine gaming until there are at least three gaming machine special employees working at the venue.

The completed application must be dated and signed by the applicant. *(Where the applicant is a partnership, a partner should sign the form. Where the applicant is a company or incorporated body the seal should be affixed in accordance with its constitution or, in the case of a company, signed on behalf of the company by two directors or a director and secretary.)*

Individual/Partnership Applicant

Applicant Name:

(Signature of Applicant)

OR

Company/Incorporated Body Applicant

Signed and Sealed by)
 (Name of Company/Incorporated Body)
 in the presence of:)

OR

Signed on behalf of and with the)
 authority of the Company/Incorporated Body)
 in the presence of:)

Director/President

Secretary

Date: / /20

Date: / /20

STATUTORY DECLARATION VERIFYING AN APPLICATION FOR A LICENSED PREMISES GAMING LICENCE

I,1

of,2

DO SOLEMNLY AND SINCERELY DECLARE:

- (a) I have personally completed all the information required in this application; and
- (b) I certify that the particulars contained in the completed application are true and correct in every detail and fully disclose the information required to complete this application.

AND I MAKE THIS SOLEMN declaration by virtue of the *Oaths Act 2001*.

.....

(Signature of Applicant)

DECLARED at 3)

in the State of 4

this day of

before me

.....

(Witness Signature)

.....

.....

(Name and Occupation of Witness)

NOTES

- 1 Full name of applicant
- 2 Address of Applicant
- 3 Place of declaration, eg. Hobart
- 4 State of declaration, eg. Tasmania

CATEGORY OF ACCEPTABLE WITNESSES

1	A Commissioner for Declarations	5	A legally qualified medical practitioner
2	A Justice of the peace or bail justice	6	An Authorised Person of the Tasmanian Gaming Commission
3	A member of the police force	7	A pharmacist
4	A barrister and solicitor of the Supreme Court		



Tasmania

TASMANIAN GAMING COMMISSION

CERTIFICATION OF TECHNICAL STANDARDS FOR RECORDED SURVEILLANCE

I as Licensed Premises Gaming Licence holder of the located at state that the surveillance recording equipment in the above premises meets the TGCVS001 technical requirements as stipulated by the Tasmanian Gaming Commission.

The surveillance system installed at the is as follows:

CAMERAS:

- Minimum illumination ofLUX
- Resolution ofTV Lines

MONITORS:

- Diagonal size of:..... mm

Recorded information is retained fordays

Recording equipment is located in the

The following gaming areas are covered by recorded surveillance: (circle where applicable)

KENO TERMINAL COIN CHANGE AREA ALL GAMING MACHINES

Category of surveillance system in premises: (circle one only)

DIGITAL

QUAD SPLITTER

MULTIPLEXER

ANALOGUE/VCR

Signed.....

Date / / 200

LPG holder

The recorded surveillance of Keno and Electronic Gaming Machine Gaming is covered by the following cameras:

Electronic Gaming Machines

- Camera No Machine numbers:
- Camera No Machine numbers:
- Camera No Machine numbers:
- Camera No Machine numbers:
- Camera No Machine numbers:
- Camera No Machine numbers:
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- Camera No Machine numbers:
- Camera No Machine numbers:
- Camera No Machine numbers:

Keno Terminals

- Camera No Keno Terminal 1
- Camera No Keno Terminal 2
- Camera No Keno Terminal 3
- Coin change area camera numbers:
- Other gaming related camera numbers:

Signed Date / / 200

LPG holder

CREDIT CARD AUTHORITY

This authority must only be completed where you wish to pay your application fee with a credit card.

Name of applicant:
Venue/premises:

Licensed Premises Gaming Licence Fee Categories	Application Fee	Renewal Fee
LPG Application – Keno Only	\$ 448.00	\$448.00
LPG Application – Gaming Machines Only	\$729.60	\$576.00
LPG Application – Keno & Gaming Machines	\$729.60	\$576.00
LPG Annual Licence – Keno Only	\$ 1000.00	N/A
LPG Annual Licence – Gaming Machines Only (\$1000 plus \$100 per VGM in excess of 10)		N/A
Amended Conditions of a LPG Licence (increase VGM or amend RGA)	\$160.00	N/A
Associate Fee (not previously fingerprinted)	\$185.60	N/A
Associate Fee (previously fingerprinted)	\$102.40	\$102.40
Licensed Premises Gaming Operative	\$236.80	\$153.60

<p>Name on credit card:</p> <p>.....</p> <p>MasterCard <input type="checkbox"/> Visa <input type="checkbox"/></p> <p>Credit Card No _____/_____/_____/_____ Expiry Date ____/____</p> <p>Signature of credit card holder.....</p>

Total amount to be debited	\$
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(office use only)

Fee \$	
Account Number	
Code	