

TASMANIAN GAMING COMMISSION GAMING CONTROL ACT 1993



PERSONAL APPLICATION FORM

The Personal Application Form is to be completed to enable suitability checks of the following:

1. Applicant for a Licensed Premises Gaming (LPG) Licence;
2. Associate of an applicant for an LPG Licence;
3. Applicant for listing on the Roll of Recognised Manufacturers, Suppliers and Testers of Gaming Equipment (the Roll);
4. Associate of an applicant for listing on the Roll of Recognised Manufacturers and Suppliers of Gaming Equipment;
5. Associate of an applicant for a Tasmanian Gaming Licence; or
6. Associate of an application for a Foreign Games Permit.

PLEASE READ THE INSTRUCTIONS CAREFULLY

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

Tasmanian Gaming Commission
GPO Box 1374
Hobart Tas Australia 7001
Telephone: (03) 6233 2475

Fax: (03) 6234 1728 or 6234 3357

Why you need to complete this Personal Application Form

You **MUST NOT** operate gaming equipment without a licence to do so.

Section 50(1) of the *Gaming Control Act 1993* states that “a person must not exercise the functions of a special employee except in accordance with the authority conferred on the person by a licence”.

Failure to comply with this section may result in a **fine of up to \$5 000** or a **term of imprisonment not exceeding three months** or **both**.

This form is to be completed by all applicants for a Special Employee Licence, a Technician Licence or associate listing.

About this Personal Application Form

You must provide all details requested in the application form to enable the Tasmanian Gaming Commission to determine an assessment of your:

- integrity, responsibility, personal background and financial stability; and
- general reputation having regard to character, honesty and integrity.

Before commencing this form, ***PLEASE READ THE FOLLOWING INFORMATION CAREFULLY***. If you require assistance, you may contact the Liquor and Gaming Branch on **(03) 6233 2482**.

Failure to disclose all relevant information known to you, or to provide complete records as required may in itself constitute an offence or bring into question your suitability and be sufficient reason to refuse the application. You must also advise the Tasmanian Gaming Commission if any details provided in this Personal Application Form change before the application is granted or refused.

Eligibility for a Licence

Your application may be rejected if you have been convicted of an offence that involves dishonesty or any offence punishable by imprisonment of three or more months. You must generally be considered by the Commission to be sufficiently honest and trustworthy to hold a licence. In assessing your suitability the Commission may contact various organisations including the following:

Tasmania Police	Australian Securities and Investments Commission
Registrar of Births, Deaths and Marriages	Gaming Regulatory Authorities
Credit Agencies	Financial Institutions

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>

Probity requirements for Licences

All applicants (including Associates), with the **EXCEPTION** of those applicants **previously** fingerprinted for the purposes of obtaining a Tasmanian Gaming Commission Licence, are required to be fingerprinted and palm printed unless the Commission requests otherwise.

If you think you may be entitled to claim a right of non-disclosure in relation to offences, you should check with the Privacy Commissioner on the Privacy hotline: 1300 363 992 (toll free).

You are required to give authority and consent to the Commission to obtain information (including financial and other confidential information) relevant to your application.

Destruction of Finger and Palm Prints

Section 162 of the *Gaming Control Act 1993* provides for all fingerprints and palm prints obtained by the Commission under this Act and any copies of them to be destroyed by the Commission as soon as the Commission has no further use for them. The Commission will destroy fingerprints where an application for a licence is refused.

Directions for Completion of this Personal Application Form

- Ensure that you write in **BLOCK LETTERS** an answer to every question. (**Note:** complete every question in **pen**, do not use pencil).
- If a question does not apply to you state N/A in response to that question.
- If the space available is insufficient please supply the required information on attachment page. Precede each answer with the number applicable to that question.
- Each page of this form and each attached page should be signed by the applicant in the space provided at the bottom of each page.
- **All** applicants must provide witnessed copies of required identification documents as per instructions detailed in this proforma.
- **Special Employee** and **Technician** applicants must provide four recent passport size photographs as per the instructions detailed in this proforma.

Documents which must accompany this Personal Application Form

1 Sufficient identification to establish your identity.

Two documents from the list below must be included. One of these **must be** a form of photo identification. All documents must be current and either an original or a certified copy. The copies need to be endorsed with the words **“Original Sighted” signed (witness name)**. Refer to the category of acceptable witnesses below.

Birth Certificate	Department of Immigration and Multicultural Affairs Certificate of Evidence of Resident Status
Citizenship Papers	Medicare Card
Australian Passport	Plastic Bank or Credit Card, with signature
Overseas Passport/Visa	Tertiary Student Identity Card
Driver Licence (can be expired up to 2 years)	Department of Veterans' Affairs/Centrelink Pensioner Concession Card
Firearm Licence	Security Guard/Crowd Controller Licence
Department of Immigration and Multicultural Affairs-issued travel documents, including a visa	Births Deaths & Marriages Change of Name/Marriage Certificate or Deed Poll (to prove name change)

Show here the details of the witness to your identification	
Name	
Address	
Occupation	
Telephone No.	
Category of witness	

CATEGORY OF ACCEPTABLE WITNESSES

(Note: a family member is NOT an acceptable witness)

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		

2 Four (4) recent passport size photographs

NOTE: ASSOCIATES ARE NOT REQUIRED TO SUBMIT PHOTOGRAPHS.

The photographs must be witnessed on the back. The witness must state: "This is a true photograph of (applicant's name), signed (witness name)."

Show here the details of the witness to your photographs	
Name	
Address	
Occupation	
Telephone No.	
Category of witness	

See above for a list of Acceptable Witnesses.

3 You may be requested to provide additional information as part of the assessment of your Application.

Application Fee

Please refer to the schedule of fees attached to the Application for a Special Employee or Technician Licence in regard to the prescribed fee for your Licence. Application fees are non-refundable once an application has been registered. The application fee can be paid by:

- Completing the attached Credit Card Authority, or
- Cheque or money order, made payable to the Tasmanian Gaming Commission, GPO Box 1374, Hobart 7001.

PROCEDURE TO LODGE A PERSONAL APPLICATION FORM

In order to complete the Personal Application Form and lodge your application for a Licence or associate listing, there are a number of steps you will need to follow. It is suggested that you do them in the following order:

1. Fill in the Personal Application Form.
2. Have your photograph taken and request 4 passport size photographs.
3. Have copies of your identification and your original photographs witnessed as per the instructions.
4. Send the completed Personal Application Form, the correct application fee, your witnessed photographs and documents of identification to the Liquor and Gaming Branch at either of the addresses listed below.
5. The Liquor and Gaming Branch will then send you a letter acknowledging receipt of your application and include a consent form for you to take to Tasmania Police requesting them to fingerprint you.
6. Take the consent form to any Tasmania Police station and have your finger and palm prints taken.
7. Special employee licence applicants need to organise training in the duties they intend to undertake in their employment. This should be organised through your employer.

Submission of your Personal Application Form

Personal Application forms marked PERSONAL AND CONFIDENTIAL should be forwarded to the Liquor and Gaming Branch by either of the following methods:

By mail:

Liquor and Gaming Branch
GPO Box 1374
HOBART 7001

In Person:

Liquor and Gaming Branch
Level 2, 80 Elizabeth Street
HOBART 7000

1	Title Please tick	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>
2	Surname					
3	Given Name					
4	Middle Name/s					
5	Other Names (maiden, nicknames, aliases etc)					

6	Date of Birth					
7	Place of Birth (Town and State)					

8	Current Residential Address				
	Month & Year	From		To	
	Postal Address (If different from residential address)				
	Previous Residential Address				
	Month & Year	From		To	

9	Telephone	(M)	(W)	(H)
10	Email Address			
11	Do you consent to corresponding via email:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

13	Have you been employed in the gaming industry? (ie casino, keno / gaming machine venue or gaming regulatory authority) If YES complete below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Licence Type and Number		
	Place and Year of Issue		
	Name of Control Authority		

14	Are you currently employed? If YES complete below:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Current Occupation			
	Present Employer			
	Address			
	Month & Year from			

15	Do you hold a current driver licence? If YES complete below:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Licence No			
	Expiry date			
	Place of Issue			

16	Have you ever been convicted of an offence in Tasmania or elsewhere (whether as a juvenile or an adult)? If YES complete below:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Nature, location & date of offence			
	Nature, location & date of offence			

17	Have you ever been a bankrupt or are you currently an undischarged bankrupt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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18	CONSENT TO FINGERPRINT		
	I consent to being fingerprinted and palm printed for the Tasmanian Gaming Commission.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

19	Is there anything else you wish to disclose which you consider would be relevant to the Tasmanian Gaming Commission's consideration of your application? If YES provide details on the Attachment Page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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STATUTORY DECLARATION

Verifying a Personal Application Form for the following:

- Special Employee Licence;
- Technician Licence;
- Licensed Premises Gaming Licence;
- Listing on the Roll of Recognised Manufacturers and Suppliers of Gaming Equipment; or
- Associate of an applicant for a Tasmanian Gaming Licence.

I,
(Full Name of Applicant)

of,
(Address of Applicant)

DO SOLEMNLY AND SINCERELY DECLARE:

- (a) I have personally completed all the information required in this Personal Application Form; and
- (b) I certify that the particulars contained in the completed Personal Application Form 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
(Place of declaration eg. Hobart)

In the State of
(State of declaration eg. Tasmania)

this day of 20

before me
(Signature of Witness)

.....
(Name and Occupation of Witness)

.....
(Category of Witness)

CATEGORY OF ACCEPTABLE WITNESSES

(Note: A family member is NOT an acceptable witness)

- | | | | |
|---|--|---|--|
| 1 | A Commissioner for Declarations | 5 | A legally qualified medical practitioner |
| 2 | A Justice of the Peace or bail justice | 6 | A pharmacist |
| 3 | A member of the police force | 7 | An authorised person of the Tasmanian Gaming Commission. |
| 4 | A barrister and solicitor of the Supreme Court | | |

Checklist

Please use this checklist to ensure that you have completed all of the requirements of the Personal Application form prior to forwarding it to the Liquor and Gaming Branch.

Please check the following:

1	All questions are answered and details provided where required.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Four (4) recent passport photographs signed by an acceptable witness enclosed (not required from Associate applicants).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Sufficient identification signed by an acceptable witness enclosed. Reminder - this must include one photo identification eg. Passport or Driver Licence.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	The correct application fee is enclosed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	You have signed at the bottom of every page where indicated.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	If you are applying as a Licensed Premises Gaming (LPG) operative have you been to training through Network Gaming? If Yes, please provide date of training / / If No, please contact Network Gaming on (03) 6225 7900 to arrange training.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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:

Licence Category	Application Fee
Licensed Premises Gaming Operative	\$ 236.80
Associate application fee (when not previously fingerprinted)	\$ 185.60
Associate application fee (when previously fingerprinted)	\$ 102.40

<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	