

**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
Tasmanian Gaming Commission.**

Tasmanian Gaming Commission
PO Box 1374
Hobart Tas Australia 7001
Telephone: (03) 6233 2926 Fax: (03) 6234 3357

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 is 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.

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.

FEES

Application Fee

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

Licence Category	Application Fee
Keno	\$399.00
Gaming Machines	\$649.80
Keno & Gaming Machines	\$649.80

Associate Fee

	Application Fee
An Associate not previously fingerprinted for the purposes of the Tasmanian Gaming Commission	\$91.20
An Associate who has previously been fingerprinted for the purposes of the Tasmanian Gaming Commission	\$57.00

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
 80 Elizabeth Street
 Hobart 7000

or

Tasmanian Gaming Commission
 GPO Box 1374
 Hobart 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 History and Suitability of Person Proforma'.
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.



Gaming Control Act 1993

.....
 (Name of applicant)

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)

.....
 (name of venue and address)

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.

.....(Signed applicant)

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	

DETAILS OF PERSONS DIRECTLY RELATED TO THIS APPLICATION

6 Associates

All Associates must complete a ‘Personal History and Suitability of Person Proforma’.

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.

7 Individuals / Partnerships

Where the applicant is an individual or partnership a ‘Personal History and Suitability of Person Proforma’ 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 History and Suitability of Person Proforma’ 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 History and Suitability of Person Proforma’.

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>			

8 Companies and Incorporated Bodies

Where the applicant is a company or incorporated body:

1. A 'Incorporated Body Proforma' must be completed by the Principle Executive Officer or authorised person.
2. A 'Personal History and Suitability of Person Proforma' 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.
3. A 'Personal History and Suitability of Person Proforma' must also be completed by the liquor licensee.

Please list below details of persons associated with the application who will be completing a 'Personal History and Suitability of Person Proforma'.

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>			
<i>vi.</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:

- 1) gaming machines are introduced; or
- 2) 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:</p> <p>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:</p> <p>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: (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;</p>	<input type="checkbox"/>

	<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) and</p> <p>(f) patron security.</p> <p><i>Minimum security requirements exist for all venues which must be approved by the Commission. Additional requirements may be imposed having regard to the particular circumstances of a venue.</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 History and Suitability of Person Proforma' 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 History and Suitability of Person Proforma' 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 History and Suitability of Person Proforma' 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)
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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, the form should be signed by a partner. 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 | 10 An Authorised Person of the Tasmanian Gaming Commission |
| 2 A Justice of the peace or bail justice | 11 A dentist |
| 3 A notary public | 12 A veterinary surgeon |
| 4 A councillor of a municipality | 13 A pharmacist |
| 5 A clerk to a barrister and solicitor of the Supreme Court | 14 A principal in the teaching service |
| 6 A member of the police force | 15 The manager of a bank |
| 7 A barrister and solicitor of the Supreme Court | 16 A member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants or the National Institute of Accountants |
| 8 A town clerk or municipal manager | 17 A minister of religion authorised to celebrate marriages |
| 9 A legally qualified medical practitioner | 18 A person who holds a prescribed office in the public service |

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	\$399.00	\$399.00
LPG Application – Gaming Machines Only	\$649.80	\$513.00
LPG Application – Keno & Gaming Machines	\$649.80	\$513.00
LPG Annual Licence – Keno Only	\$1000	N/A
LPG Annual Licence – Gaming Machines Only (\$1000 plus \$100 per VGM in excess of 10)		N/A
LPG Annual Licence – Keno & Gaming Machines (\$1000 plus \$100 per VGM in excess of 10)		N/A
Associate Fee (not previously fingerprinted)	\$91.20	N/A
Associate Fee (previously fingerprinted)	\$57.00	\$57.00
Licensed Premises Gaming Operative	\$136.80	\$102.60

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

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

Fee \$	
Account Number	
Code	