

# GAMING CONTROL ACT 1993



## APPLICATION FOR A SPECIAL EMPLOYEE OR TECHNICIAN LICENCE

<b>Full Name</b>		
<b>Date of Birth</b>		
<b>Postal Address</b>		
<b>Town</b>		<b>Post Code</b>
<b>Venue</b>		

### GAMING LICENCE CATEGORIES

Select

**1. Licensed Premises Gaming Operative:**

Keno Writer

Senior Writer

Gaming Machine Attendant

Gaming Machine Supervisor

**2. Casino Operative**

**3. Casino Management**

**4. Casino Security**

**5. Statewide Gaming Operative (Network Gaming Staff Only)**

**6. Statewide Gaming Management (Network Gaming Staff Only)**

**7. Tasmanian Gaming Licence Operative**

**8. Tasmanian Gaming Licence Management**

**9. Technician (Category A)**

**10. Technician (Category B)**

**11. Special Employee Licence Upgrade**

**12. Renewal of Special Employee or Technician Licence  
(Current Licence No. ....)**

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

## INFORMATION ABOUT THIS APPLICATION

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

**This application form must be accompanied by:**

1. a completed “Personal Application Form”; and
2. the prescribed fee as listed below.

### Eligibility

Applicants must be 18 years of age or over. An application may be rejected if the applicant has been convicted of an offence which involves dishonesty or any offence punishable by imprisonment of three or more months. An applicant must generally be considered by the Tasmanian Gaming Commission to be sufficiently honest and trustworthy to hold a licence.

### Fees

Licence Category	Application Fee	Renewal Fee
Licensed Premises Gaming Operative	<b>\$136.80</b>	<b>\$102.60</b>
Casino Operative	<b>\$136.80</b>	<b>\$102.60</b>
Statewide Gaming Operative (Network Gaming Staff Only)	<b>\$136.80</b>	<b>\$102.60</b>
Upgrade to another Licence when previously fingerprinted	<b>\$68.40</b>	<b>N/A</b>
Upgrade to another Licence when not previously fingerprinted	<b>\$102.60</b>	<b>N/A</b>
Casino Management	<b>\$285.00</b>	<b>\$125.40</b>
Casino Security	<b>\$285.00</b>	<b>\$125.40</b>
Statewide Gaming Management (Network Gaming Staff Only)	<b>\$285.00</b>	<b>\$125.40</b>
Tasmanian Gaming Licence Operative	<b>\$136.80</b>	<b>\$102.60</b>
Tasmanian Gaming Licence Management	<b>\$285.00</b>	<b>\$125.40</b>
Technician (Category A)	<b>\$285.00</b>	<b>\$125.40</b>
Technician (Category B)	<b>\$136.80</b>	<b>\$102.60</b>

- The licence is valid for a period not exceeding five (5) years from the issue date of your first licence unless surrendered or cancelled.
- Renewed licences are valid for a period not exceeding five (5) years from the day on which your current licence is due to expire unless surrendered or cancelled.

### Submission of your Application

Applications 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

# 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 Special Employee Licence;
2. Applicant for a Technician Licence;
3. Applicant for a Licensed Premises Gaming (LPG) Licence;
4. Applicant for listing on the Roll of Recognised Manufacturers and Suppliers of Gaming Equipment;
5. Associate of an applicant for an LPG Licence; or
6. Associate of an applicant for listing on the Roll of Recognised Manufacturers and Suppliers of Gaming Equipment.

**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 2482

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 or a Technician Licence.

### 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 or (03) 6233 2475.

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 which 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

### 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 type or print 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 on page 6 of this proforma.
- **Special Employee** and **Technician** applicants must provide four recent passport size photographs as per the instructions detailed on page 4 of 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)

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

### 2 Four (4) recent passport size photographs

**NOTE: APPLICANTS ONLY. 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)."

<b>Show here the details of the witness to your photographs</b>	
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 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 photo taken and request 4 passport size photographs.
3. Take your completed Personal Application Form, photographs and sufficient identification to establish your identity, to any Tasmania Police station and have your fingerprints taken. Whilst there, you may wish to use a police officer to witness your photographs and signature on the Personal Application Form. Advise the police officer that the fingerprints are being taken for the purposes of a Tasmanian Gaming Commission Licence. They will then be checked and forwarded to the Tasmanian Gaming Commission to allow your Licence application to be processed.
4. Send the completed Application for a Special Employee or Technician Licence, including this Personal Application Form, your witnessed photographs and documents of identification to the Liquor and Gaming Branch at either of the addresses listed below.

## **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	<b>Surname</b>					
2	<b>Title</b> Please tick	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>
3	<b>Given Name</b>					
4	<b>Middle Name/s</b>					
5	<b>Other Names</b> (maiden, nicknames, aliases etc)					
6	<b>Date of Birth</b>					
7	<b>Place of Birth</b> (Town and State)					
8	<b>Present Residential Address</b>					
	Month & Year	From		To		
	<b>List all addresses where you have permanently resided over the last 5 years. (If you require more space put further details on the Attachment Page at the end of this form.)</b>					
A	Address					
	Month & Year	From		To		
B	Address					
	Month & Year	From		To		
C	Address					
	Month & Year	From		To		
9	<b>Telephone No.</b>	<b>home</b>	(                    )	<b>work</b>	(                    )	

.....  
Signature of applicant

10	<b>Have you lived outside of Tasmania in the past ten (10) years? If YES complete below:</b>				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
					<b>Year</b>		<b>Year</b>	
					From	To	From	To
	New South Wales						Northern Territory	
	Victoria						South Australia	
	Queensland						Western Australia	
	ACT						Overseas	
	<b>If you have lived overseas in the past 10 years provide details of date and place of overseas residency.</b>							

11	<b>Are you married or do you have a de facto relationship? If YES provide details of your spouse or de facto:</b>				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
	Please tick		Married <input type="checkbox"/>		De facto <input type="checkbox"/>			
	Full name							
	Other names (eg. Maiden)							
	Date of birth							
	Place of birth (Town and State)							
	Home Address							
	Employer							
	Occupation							

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

.....  
Signature of applicant

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

14	<b>Please outline your employment history (if applicable) for last five (5) yrs.</b>				
	A	<b>Employer</b>			
		Address			
		Month & Year	From		To
		Reason for Leaving			
	B	<b>Employer</b>			
		Address			
		Month & Year	From		To
		Reason for Leaving			
	C	<b>Employer</b>			
		Address			
		Month & Year	From		To
		Reason for Leaving			
	D	<b>Employer</b>			
		Address			
		Month & Year	From		To
		Reason for Leaving			

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

16	<b>Do you hold a current Passport? If YES complete below:</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Passport Number			
	Country			
	Place of Issue			
	Date of Issue			
	Date of Expiration			

.....  
Signature of applicant

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

18	<b>Are you aware of any charges or summons against you, which are before a court for any offence or violation? If YES complete below:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A	Nature, location & date of offence		
B	Nature, location & date of offence		

19	<b>Have you had any charge (excluding minor traffic offences) proven against you without a conviction being recorded? If YES complete below:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A	Nature and date of offence		
B	Nature and date of offence		

**20 IF YOU ANSWER YES TO ANY OF THE QUESTIONS IN SECTION 20, PLEASE PROVIDE DETAILS ON THE ATTACHMENT PAGE AT THE END OF THIS FORM.**

A	Have you ever been refused a licence for employment in the casino/gaming industry, or been disciplined by a casino/gaming regulatory body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B	Have you ever been excluded from gambling at a casino or gaming machine venue either in Australia or overseas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C	Have you previously applied for employment with a Casino/Gaming Regulatory Authority, either in Australia or overseas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
D	Have you at any time been engaged in bookmaking operations in any capacity or otherwise involved in the racing industry?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
E	Have you ever been granted a licence by the Government to supply liquor, operate a hotel, operate as a real estate agent, private enquiry agent or security officer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

.....  
Signature of applicant

F.	Have you ever been refused a licence by the Government to supply liquor, operate a hotel or had any such licence revoked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
G.	Have you ever been denied a firearm licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
H.	Have you actively participated in the management of a corporation, partnership, joint venture or any business as a director, partner or other capacity during the past (10) years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I.	Do you have any financial interest, whether directly or indirectly, with any individual or in any business, whether registered or not, in Australia or elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
J.	Have you ever been investigated or disciplined by a professional body for ethical misconduct or any other breach of regulation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
K.	Have you ever been directly involved in the management of any company that has been placed in liquidation, receivership, a scheme of arrangement or formal administration (eg. agent for mortgagee appointed)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
L.	To your knowledge have any of your business associates ever been convicted of a criminal offence, declared bankrupt or ever been the subject of an Australian Securities and Investments Commission or other Government regulatory inquiry?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
M.	Have you ever been dismissed, discharged or asked to resign from any employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
N.	Have you ever been disqualified from acting as a director of a company under the provisions of the Corporation Law?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
O.	Has your salary, wages, earnings or other income been subject to garnishee order, attachment or the like?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
P.	Have you ever had any article repossessed by a finance provider or are you currently in default in payment of any debt incurred solely or jointly in your name?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Q.	Is any person in respect of whom you have given a guarantee, in default of any such agreement (ie debt, loan facilities) or in circumstances where any such guarantee might be called upon?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
R.	To your knowledge have you ever been refused credit or been the subject of an adverse credit rating report?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
S.	Have you ever been a bankrupt or are you currently an undischarged bankrupt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
T.	Have you ever been dismissed from any armed services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**21 CONSENT TO FINGERPRINT**

A	Have you previously been fingerprinted by or on behalf of the Tasmanian Gaming Commission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**If you ticked "No" to 21A, please complete 21B**

B	I consent to being fingerprinted and palm printed for the Tasmanian Gaming Commission.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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.....  
Signature of applicant

22 **Nominate two persons, not related to you, who will supply character references for you. One referee is to be a previous employer, unless you have never worked before.**

Name			
Address			
Occupation			
Relationship with the referee (eg. Former employer etc.)			
Telephone	( )	Years known	
Name			
Address			
Occupation			
Relationship with the referee (eg. Former employer etc.)			
Telephone	( )	Years known	

23 **ASSOCIATES**

In making its decision, the Commission must also consider the suitability of associates of the applicant. An associate is any person (including, but not limited to, a spouse, other family member or friend) who has a financial interest in the affairs of the applicant, either by:

- a financial interest in the assets and liabilities of the applicant; or
- virtue of a shared bank or financial institution account with the applicant; or
- both

<b>Is there any person, not already identified in this application, who may be classified as an "associate"?</b> <b>If YES complete below.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Full Name		
Other Names (eg. Maiden)		
Date of Birth		
Home Address		
Employer		
Occupation		

24 **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.**

<b>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.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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.....  
Signature of applicant



## STATUTORY DECLARATION

Verifying a Personal Application Form for the following:

- Special Employee Licence;
- Technician Licence;
- Licensed Premises Gaming Licence; or
- Listing on the Roll of Recognised Manufacturers and Suppliers of Gaming Equipment.

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 |   |  |





# 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:

<b>Gaming Licence Categories</b>	<b>Application Fee</b>	<b>Renewal Fee</b>
Licensed Premises Gaming Operative	<b>\$136.80</b>	<b>\$102.60</b>
Casino Operative	<b>\$136.80</b>	<b>\$102.60</b>
Statewide Gaming Operative (Network Gaming Staff Only)	<b>\$136.80</b>	<b>\$102.60</b>
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Technician (Category A)	<b>\$285.00</b>	<b>\$125.40</b>
Technician (Category B)	<b>\$136.80</b>	<b>\$102.60</b>

<p>Name on credit card:</p> <p>.....</p> <p>Bankcard <input type="checkbox"/>      MasterCard <input type="checkbox"/>      Visa <input type="checkbox"/></p> <p>Credit Card No _____ / _____ / _____ / _____      Expiry Date _____ / _____</p> <p>Signature of credit card holder.....</p>
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Total amount to be debited	\$
----------------------------	----

(office use only)

<b>Fee \$</b>	
<b>Account Number</b>	
<b>Code</b>	