

**GAMING CONTROL ACT 1993
TASMANIAN GAMING COMMISSION**



RENEWAL

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 renewal 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).

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

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

Licence Category	Renewal Fee
Keno	\$388.50
Gaming Machines	\$499.50
Keno & Gaming Machines	\$499.50

Associate Fee

	Renewal Fee
An Associate not previously fingerprinted for the purposes of the Tasmanian Gaming Commission	\$88.80
An Associate who has previously been fingerprinted for the purposes of the Tasmanian Gaming Commission	\$55.50

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. If the space available is insufficient please supply the required information on attachment page.
4. When requested to use attachment page precede each answer with the number applicable to that question.
5. All dates should be completed in the form: Day/Month/Year.
6. All sections of the renewal application must be completed.
7. The application should be forwarded to the Commission marked:

Strictly Confidential

Licensed Premises Gaming Licence - Renewal Application:

Tasmanian Gaming Commission
80 Elizabeth Street
Hobart 7000

or

Tasmanian Gaming Commission
GPO Box 1374
Hobart 7001

4. The Commission will acknowledge receipt of your application in writing.
5. Each individual person listed in Section A of this application is required to complete a ‘Personal History and Suitability of Person Proforma’.

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 History 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

SUITABILITY OF PREMISES AND SECURITY ARRANGEMENTS

In considering the application, the Commission is required to take into account factors such as the quality and the security arrangements of the premise.

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

Club membership - Financial <i>(not applicable to Hotels)</i>	Number
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1. Please provide a written commentary as to whether you intend to undertake new building or property developments including refurbishment and redevelopment of existing premises. Gaming machine applicants may include redevelopment in relation to the change of maximum machine numbers which is applicable from 30 June 2000.
2. Please provide a written statement outlining details of the security arrangements for the premises addressing the following matters:
 - a) a safe;
 - b) surveillance;
 - c) an in-house alarm alert system covering all accesses to the gaming machine area; (gaming machine applicants only)
 - d) security for cash in transit;
 - e) supervision of gaming areas; (gaming machine applicants only) and
 - f) patron security.

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.

3. Please provide a written statement outlining your strategies for dealing with problem gambling.
4. Please provide a written statement indicating what benefits you provide to the community in cash or kind.

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)

		<input checked="" type="checkbox"/> / 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	Floor plans including gaming areas, indicating the placement of: <ul style="list-style-type: none"> • Tas Keno terminals, display boards and screens; • EFTPOS terminals; and • Totaliser Agency Board (TAB) Terminals. 	<input type="checkbox"/>
4	A statement outlining details of the security arrangements for the premises addressing the following matters: <p>(a) a safe;</p> <p>(b) surveillance;</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) 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>	<input type="checkbox"/>
5	A copy of any auditor's report on the financial affairs of the applicant.	<input type="checkbox"/>

6	<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. • A completed ‘Personal History and Suitability of Person Proforma’ for each applicant. 	<input type="checkbox"/>
7	<p>A completed ‘Personal History and Suitability of Person Proforma’ for each person listed in Section A of this application.</p> <p><i>Note: A Personal History proforma is required from all Associates, with the exception of individuals who have been approved as an Associate of the applicant within the preceding 12 months of this renewal application.</i></p>	<input type="checkbox"/>

8. Please provide the name of staff members who will be working as special employees at the premise.

Full Name	Licence No. (if applicable)

Note:

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

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

9. **The completed renewal 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 THE RENEWAL OF 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

- | | |
|--|---|
| <ul style="list-style-type: none"> 1 A Commissioner for Declarations 2 A Justice of the peace or bail justice 3 A notary public 4 A councillor of a municipality 5 A clerk to a barrister and solicitor of the Supreme Court 6 A member of the police force 7 A barrister and solicitor of the Supreme Court
 8 A town clerk or municipal manager 9 A legally qualified medical practitioner | <ul style="list-style-type: none"> 10 An Authorised Person of the Tasmanian Gaming Commission 11 A dentist 12 A veterinary surgeon 13 A pharmacist 14 A principal in the teaching service 15 The manager of a bank 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 17 A minister of religion authorised to celebrate marriages 18 A person who holds a prescribed office in the public service |
|--|---|