

# APPLICATION FOR MINOR GAMING PERMIT

NAME OF ORGANISATION/APPLICANT

.....

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

## Liquor and Gaming Contact details

### Hobart

80 Elizabeth Street, HOBART  
G P O Box 1374, HOBART  
Ph: (03) 6233 2475  
Fax: (03) 6234 1728

E-mail: [gaming@treasury.tas.gov.au](mailto:gaming@treasury.tas.gov.au)

Web: [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

### Launceston

Henty House, 1 Civic Square, LAUNCESTON  
P O Box 972, LAUNCESTON  
Ph: (03) 6336 2261  
Fax: (03) 6336 2799

Legislation referred to in this information  
leaflet is available on the Web at:

[www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)



### **What is a Minor Gaming Permit?**

A minor gaming permit is a permit issued by the Tasmanian Gaming Commission that enables an organisation or person to conduct authorised games. A minor gaming permit has effect, unless sooner cancelled or surrendered, for a period of 12 months (unless a shorter period is specified in the permit).

### **Who May Apply for a Minor Gaming Permit?**

The Commission must not grant a minor gaming permit to a person unless satisfied that the proceeds from conducting authorised games are to be used for the lawful purposes of a not-for-profit organisation or a charitable purpose and not for the private gain or benefit of any person except by way of charity.

### **What is an Authorised Game?**

The Commission will determine which games are to be authorised under Section 76ZZK of the Act. A list of all authorised games will be made available by the Commission for minor gaming permit holders. In addition to the List of Authorised Games a copy of all rules and conditions relating to the conduct of each authorised game will be made available on request. Authorised games will include Raffles, Bingo, Calcutta Sweepstakes, Lucky Envelopes, Dancing Dollars, Instant Draw Bingo and Tassie's Best Punter. Should an organisation wish to submit a new game for authorisation, an application for approval of an authorised game must be completed and lodged with the Commission for determination. If approved, this game will then be placed on the List of Authorised Games.

### **What is a Charitable Purpose?**

Charitable purpose includes the following purposes:

- (a) religious purposes;
- (b) educational purposes;
- (c) benevolent purposes;
- (d) welfare purposes;
- (e) providing medical treatment or attention;
- (f) promoting or encouraging literature, art or science;
- (g) establishing, managing or beautifying a community centre or park or other community premises or place;
- (h) recreational or sporting purposes; or
- (i) a purpose approved by the Commission generally or in a particular case.

### **Conditions under which a Minor Gaming Permit is issued**

Authorisations to conduct minor gaming activities are issued subject to the provisions of the *Gaming Control Act 1993* and to any directions given by the Tasmanian Gaming Commission. In particular, minor gaming permit holders:

1. Must comply with the *Gaming Control Act 1993*.
2. Must ensure that the proceeds raised under a permit granted pursuant to this application will only be applied for the lawful purpose stated in the application and will not be used for private gain.
3. Must comply with the rules and conditions of authorised games as determined by the Commission.
4. Must lodge an individual activity notification with the Commission, seven (7) days prior to conducting an authorised game listed on the minor gaming permit. The conduct of authorised games must not commence until notification has been submitted to the Commission. Individual activities may range from one (1) day to the length of the minor gaming permit.
5. Must only conduct the authorised games specified on their issued minor gaming permit. Should an organisation wish to conduct an authorised game that is not specified on the permit, an application to amend the permit must be completed and lodged with the Commission for determination. If approved, the existing minor gaming permit will be amended to include the new authorised game.
6. Must submit an application to amend the minor gaming permit if the responsible person of an Organisation specified on the permit changes.
7. Must give written notice to the Commission of any change in the details of the responsible person within 21 days after that change occurs.
8. Must give written notice to the Commission of any change of address within 21 days after that change of address occurs.
9. Must keep such accounting records as necessary to correctly record and explain transactions arising from the conduct of gaming.
10. Must ensure all records relating to the conduct of gaming are retained for seven (7) years.

Please note that in accordance with section 76ZZO of the Act the Commission may grant a minor gaming permit subject to such conditions as the Commission considers appropriate.

## Fees

A fee of \$90.00 for a permit to conduct the authorised games of **Raffles, Bingo, Lucky Envelopes, Calcutta Sweepstakes, Dancing Dollars, Instant Draw Bingo and Tassie's Best Punter** must accompany this application.

The fee covers all authorised games conducted during the permit period.

## Eligibility

Generally, in determining eligibility of minor gaming permit applicants the Commission relies on the application form. However, the Commission may require further information relating to any person who holds the position of director, partner, trustee, executive officer and secretary and any other officer or person determined by the Commission to be associated or connected with the ownership, administration or management of the organisation.

An applicant must generally be considered by the Commission to be sufficiently honest and trustworthy to conduct authorised games in accordance with a minor gaming permit. An applicant may be rejected if the applicant has been convicted of an offence that involves dishonesty or any offence punishable by imprisonment of three or more months.

In determining whether or not to grant a permit the Commission may conduct an investigation of the applicant in which case the applicant is obliged to pay any reasonable costs incurred by the Commission in investigating and inquiring into a minor gaming permit application. If the Commission exercises its discretion to conduct an investigation, a permit will not be granted until these costs have been paid or an arrangement for payment has been entered into.

## 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>.

## Applicant Details

1.	Full name of Organisation or Person applying for Minor Gaming Permit	
	Does the Organisation or Person hold a current Minor Gaming Permit?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If answered yes, please provide Permit Number:	
2.	ABN No. (if applicable)	
3.	Registered Address ( <i>unless stated otherwise all correspondence shall be forwarded to this address</i> )	
	Post Code	
4.	Organisation Phone and Fax Numbers	
5.	<p>Details of Responsible Person (or permit holder if an individual)  <i>The responsible person should be a senior employee of the organisation or an office bearer. This is the person who will be the main point of contact and accepts responsibility for the conduct of minor gaming under the permit in accordance with the Gaming Control Act 1993. If the space available is insufficient please supply the required information on an attachment page.</i></p>	
A	Title (Mr, Mrs, Miss, Ms, Dr)	
B	Full Name	
C	Date of Birth	
D	Position Title	
E	Postal Address	
F	Day time telephone No.	(    )
G	Fax No.	(    )
H	Email Address	
I	Mobile No.	

J	Have you in the past 10 years been convicted of an offence* in Tasmania or elsewhere? If YES complete below:	Yes <input type="checkbox"/> No <input type="checkbox"/>
	A. Nature and date of offence	
	B. Nature and date of offence	
	C. Nature and date of offence	
	D. Nature and date of offence	
K	Are you currently an undischarged bankrupt? If YES please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>

\* For the purposes of question 5 (J) list offences that involve dishonesty or any offences punishable by imprisonment of three (3) months or more. Details of minor traffic offences do not need to be listed.

6.	Does the Organisation have a written constitution?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Has a copy of the constitution previously been forwarded to the Tasmanian Gaming Commission?
	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If no, please attach a copy of the constitution.</b> The application will not be processed until the constitution is recieved.
8.	Does the Organisation have at least 4 (four) members?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Specify the purposes for which Authorised Games conducted under a Minor Gaming Permit would be conducted: <i>(eg raise funds for club house improvements)</i>

10.	Would the proceeds from Authorised Games conducted under a Minor Gaming Permit be retained by the organisation?
	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please state the benefiting organisation's name, postal address, and contact person and phone number.
11.	Which Authorised Games does your Organisation intend to conduct over the Minor Gaming Permit period? (eg Raffles, Bingo, Calcutta Sweepstakes, Instant Draw Bingo, Lucky Envelopes, Dancing Dollars and Tassie's Best Punter) <i>NB. The List of Authorised Games may be amended by the Commission from time to time. It is the responsibility of the Minor Gaming Permit holder to request the updated list if required.</i>

**CERTIFICATION**

We certify that .....is duly authorised to make the  
 application on behalf of the organisation.  
*(Name of Responsible Person)*

Incorporation Number (if applicable)

*If unsure of incorporation number contact Business Affairs on 1300 654 499*

*Common Seal (if applicable) to be placed over signature*

Signature of President/Chairman

Date: \_\_\_\_ / \_\_\_\_ / 20

\_\_\_\_\_

Signature of Secretary/Manager/Treasurer

Date: \_\_\_\_ / \_\_\_\_ / 20

\_\_\_\_\_

**STATUTORY DECLARATION VERIFYING AN APPLICATION  
FOR A MINOR GAMING PERMIT**

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 Responsible Person***

Declared at (3).....)

in the State of (4) .....

on this        day of                    20

before me .....

***State name and Category of Witness***

***Signature of Witness***

**NOTES**

- (1) Full name of responsible person  
 (2) Address of responsible person  
 (3) Place of declaration, e.g. Hobart  
 (4) State of declaration, e.g. Tasmania

**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		

### CREDIT CARD AUTHORITY

Name of Applicant:-
Venue / Premises:-

Name on Credit Card:-.....	
Acceptable Credit Cards (please tick):- MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>	
Credit Card No _____/_____/_____/_____	Expiry Date ____/____
Signature of credit card holder:-.....	
Card Verification Number (Last 3 digits on signature panel) _____	
Total amount to be debited	\$ _____

(Office use only)

PAYMENT NO:-		ENTERED BY:
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**This application must be supported by the following:**

- Completion of this form;
- Application fee; and
- A certified copy of the Constitution or rules governing the affairs of the Organisation (if applicable).

**Application may be lodged in person, by post or faxed to the contact detail on the cover page.**

