

# Associate Application

## WHEN IS THIS APPLICATION REQUIRED

The Associate application form is to be completed to enable the Tasmanian Liquor and Gaming Commission to conduct suitability checks in regard to the following:

- An associate of an applicant for a Licensed Premises Gaming Licence;
- An associate of an applicant for listing on the Roll of recognised Manufacturers, Suppliers and Testers of gaming equipment;
- An associate of an applicant for a Tasmanian Gaming Licence; or
- An associate of an applicant for a Foreign Games Permit.

## MEANING OF AN ASSOCIATE

A person is an associate of an applicant if:

- They hold or will hold any relevant financial interest or exercise any relevant power;
- They hold or will hold any relevant position in the gaming operation business of the applicant; or
- Is a relative of an applicant

## 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 Liquor and Gaming Commission to be sufficiently honest and trustworthy.

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

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

## PROBITY REQUIREMENTS

Applicants are not required to be fingerprinted unless the Commission determines otherwise.

All new applicants **must consent to being fingerprinted**, irrespective of whether this takes place. Please do not have your fingerprints taken unless requested by the Commission.

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).

## DESTRUCTION OF FINGERPRINTS AND PALM PRINTS

Section 162 of the *Gaming Control Act 1993* provides for all fingerprints and palm prints obtained by the Commission 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 is refused.

## DOCUMENTS WHICH MUST ACCOMPANY YOUR APPLICATION

Two copies of identification documents from the list below must be included with your application. One of these **must be** a form of photo identification. All documents must be certified copies. The copies need to be endorsed with the words **“Original Sighted” signed (witness name)**.

- 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).

## ACCEPTABLE WITNESSES

The following are acceptable categories of witnesses:

- A Commissioner for Declarations
- A Legally qualified Medical Practitioner
- A Justice of the peace or Bail Justice
- An Authorised Person of the Tasmanian Liquor and Gaming Commission
- A member of the Police force
- A Pharmacist
- A Barrister and Solicitor of the Supreme Court

## APPLICATION FEE

The prescribed fee for the application for an Associate is \$126.40. Should you be required to have your fingerprints taken by the Tasmanian Liquor and Gaming Commission, further fees may apply.

Application fees are non refundable once an application has been registered. The fee can be paid by:

- Credit Card - use the inserted Credit Card Authority
- Money Order
- Cheque made payable to the Tasmanian Liquor and Gaming Commission

Your application should be forwarded to the Liquor and Gaming branch either in person or by mail.

## 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 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 Liquor and 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>

## LIQUOR AND GAMING CONTACT DETAILS

Salamanca Building Parliament Square  
4 Salamanca Place HOBART TAS 7000  
Telephone: (03) 6166 4040 Facsimile: (03) 6173 0218

Level 3 Henty House 1 Civic Square LAUNCESTON TAS 7250  
Telephone: (03) 6777 2777 Facsimile: (03) 6173 0218

GPO Box 1374 HOBART TAS 7001 Australia  
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