

A. Application requirements

This checklist details the documents required to accompany a Licensed Premises Gaming Licence Application. Lodging a complete application can reduce the processing time. Incomplete applications that do not meet the below requirements are unable to be processed.

Tick to confirm you have lodged the required documentation for this application

- Licensed Premises Gaming Licence Application (this document)
- [Statutory Declaration](#)
- [Authority and Consent \(corporate\)](#)
- [Proof of identity documentation](#)
- Credit Card Payment Authority for the application fee, annual licence fee and associate applications- [application fees](#)
- [Associate Application\(s\)](#)
- Certificate of Incorporation
- Copies of the memorandum and articles of association, replaceable rules, constitution or other incorporating documents in force at this time.
- [Corporate history declaration \(hyperlink\)](#)
- Statement of Annual Return, as required by the Corporate Affairs Office for the past three (3) years: and
- Financial statements consisting of the balance sheet, profit and loss statement for the past three (3) years
- A copy of the most recent auditor's report on the financial affairs of the applicant.
- Lease or title (evidence of tenure at the premises to prove a legal right to occupy the premises).
- Property plan(s) showing the location of the buildings and car parking areas in A3 or A4 size to scale
- Complete floor plan of the premises indicating the location of the Keno terminal/s and, if applicable the restricted gaming area within the premises in A3 or A4 to scale.
- [Certification of Technical Standards for recorded surveillance.](#)
- [Application to access the Tasmanian Gambling Exclusion Scheme database](#)

Next steps:

1. Complete and compile all required attachments (*section A*).
2. Complete this *Licensed Premises Gaming Licence Application* (*sections B, C, D, E, F, G and H*).
3. Lodge the complete application (including all attachments) via email or post.

Email

gaming@treasury.tas.gov.au

Web

www.treasury.tas.gov.au/liquor-and-gaming

Post

Tasmanian Liquor and Gaming
Commission
Liquor and Gaming Branch
GPO Box 1374
HOBART TAS 7001

Telephone

Monday to Friday
8:45 am to 5:00 pm
(03) 6166 4040

B. Gaming licence type [select one]

- Keno |
- Gaming Machines |
- Keno and Gaming Machines |

C. Organisation/club applicant details

Organisation/club name

Registered address

State Postcode

ABN, ACN or Incorporation Number*

Business phone

Applicant to operate premises as Freehold owner Lessee
 Manager

D. Premises details

Premises name

Premises address

State Postcode

Proposed/existing number of Keno Terminals*

Proposed/existing number of Gaming Machines

Liquor licence holder name

Liquor licence number

Premises owner name

Premises owner address*

Premises owner contact number*

Premises owner email address

E. Contact person details (person completing this application and ongoing contact for this licence)

Title

Surname

Given name

Middle name(s)

Preferred name (if different from above)

Residential address

State Postcode

Date of birth (dd/mm/yyyy)

Mobile

Email address

Are you an associate to this application* Yes No
 If YES, please submit an associate application form - [Associate Application](#).

F. Associates of the applicant

Associates are relatives and/or people who have a relevant financial interest, position or significant influence in the business. [Note: In relation to Clubs, "office bearers" are associated persons and their details should be provided below.] The applicant must arrange for each Associate to complete a separate [Associate Application](#) to be lodged as part of this Licensed Premises Gaming Licence application

[Do you have any associates?*](#) Yes No

Associate's surname

Associate's given name/s

Date of birth (dd/mm/yyyy)

Position held

Associate's surname

Associate's given name/s

Date of birth (dd/mm/yyyy)

Position held

Associate's surname

Associate's given name/s

Date of birth (dd/mm/yyyy)

Position held

Associate's surname

Associate's given name/s

Date of birth (dd/mm/yyyy)

Position held

G. Tasmanian Gambling Exclusion Scheme (TGES)

The Tasmanian Gambling Exclusion Scheme is based on the *Gaming Control Act 1993* and provides a way for patrons to exclude themselves from nominated gaming activities at any premises in Tasmania. The scheme is an important part in the responsible conduct of gaming in Tasmania.

An online Exclusion Database has been developed to assist Licensed Premises Gaming licence holders to comply with their obligations under the Scheme. The Database is a central record of all excluded patrons in the state, and makes record keeping, recognition and reporting of excluded persons easier.

As an Applicant for a Licensed Premises Gaming licence, you or your representative will be required to use the Exclusion Database regularly. You will be required to have the following available and operational at the premises:

- Online internet access
- A printer; preferably colour
- An email address for the LPG holder or authorised representative.

You will receive further information about the Scheme and accessing the Exclusion Database once your application for a Licensed Premises Gaming licence has been processed.

Exclusion scheme contact person
Email address for database notifications
Special employee number

H. Signature

By submitting this application and providing my email address, I consent to information being given by means of electronic communication as defined by the *Electronic Transactions Act 2000 (Tasmania)*.

Applicant signature
Date

I. Certification

We certify that:

Title
Surname
Given name/s

is duly authorised to make the application on behalf of the organisation

Name (Director/President/ Chairman)
Signature
Date
Name (Director/Secretary/Manager/Treasurer)
Signature
Date
Middle name(s)

Personal Information Protection Statement

Personal information is collected by the Tasmanian Liquor and Gaming Commission and the Commissioner for Licensing and used for the purpose of managing, assessing, advising upon and determining the relevant application. It may be used for other purposes as permitted by the [Gaming Control Act 1990](#), the [Liquor Licensing Act 1990](#) and relevant Regulations. Failure to provide the information required may result in an application not being able to be processed, or a service not being able to be provided.

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.

The [Personal Information Protection Act 2004](#) governs the collection, use and disclosure of personal information. The Department of Treasury and Finance is the custodian of personal information it collects. Further information about Treasury's Personal Information Protection Policy is available at www.treasury.tas.gov.au/pip.