

A. Application requirements

The following must be lodged for an application to be considered complete. Incomplete applications are unable to be progressed.

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

All applicants:

- Completed application form (this document)
- Application fee - [application fees](#)
- Letter of permission/acknowledgment on official letterhead from EACH not-for-profit organisation or charitable purpose confirming their approval to conduct the game for their benefit

If the applicant is an individual, you must also provide the following:

- Proof of identity - [identity requirements](#)

Next steps:

1. Compile all required attachments (section A).
2. Check you have completed ALL of the questions (sections B, C, D, E, F, G and H, I and J).
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. Applicant details - if a legal entity is to hold the permit

Full name of the legal entity	<input type="text"/>
Address of the legal entity	<input type="text"/>
Contact number	<input type="text"/>
Email address to be used for this application and ongoing	<input type="text"/>
ABN/ACN of the legal entity	<input type="text"/>
Designated contact person	<input type="text"/>
Contact person's role with the legal entity	<input type="text"/>
Contact person's phone number	<input type="text"/>

C. Applicant details - if an individual is to hold the permit

Full name of the individual	<input type="text"/>
Date of birth	<input type="text"/>
Address of the individual	<input type="text"/>
Contact number	<input type="text"/>
Email address	<input type="text"/>
Your relationship to the not-for-profit organisation/charitable purpose	<input type="text"/>

D. Previous permit details

If the applicant has previously held a minor gaming permit, please provide details:

Permit number	<input type="text"/>
Permit holder name	<input type="text"/>
Expiry date	<input type="text"/>
Games authorised by this permit	<input type="text"/>

E. Suitability to hold a permit

Have you (the applicant) previously had an application for a minor gaming permit refused

Yes No

If yes, please provide details

Have you previously been subject to any investigation, or had any action taken against you, by the Tasmanian Liquor and Gaming Commission, or any other similar regulator in Tasmania or any other jurisdiction Yes No

If yes, please provide details

Have you been convicted within the last ten years of any criminal offence involving dishonesty, in Tasmania or any other jurisdiction Yes No

If yes, please provide details

Please provide any other information that may be relevant to the applicant's suitability to hold a Minor Gaming Permit.

F. Beneficiary of the Game

*Applicable for not-for-profit organisations

Is there one or more not-for-profit organisation to benefit from the game? Yes No

Provide the details of **EVERY** not-for-profit organisation to benefit from the game:

(add a separate list if necessary)

Name of the not-for-profit organisation	Name of contact person in the not-for-profit organisation	Their role in that organisation	Contact number	Letter of permission/acknowledgment attached to this application
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

*Applicable for charitable purposes

Is there one or more charitable purpose to benefit from the game? Yes No

Provide the details of **EVERY** charitable purpose to benefit from the game:

(add a separate list if necessary)

Name of the charitable purpose	Name of contact person for the charitable purpose	Their role in that organisation	Contact number	Letter of permission/acknowledgment attached to this application
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

***Applicable for all applicants**

How will the proceeds be used to benefit the charitable purpose?

How will the proceeds be distributed between each of the not-for-profit organisation/charitable purpose (describe in allocation by % eg. 50% goes to..., 25% goes to...)

How will the proceeds be distributed to the not-for-profit organisation or charitable purpose (e.g. bank transfer etc.)

Raffle Specific Questions

G. About the Raffle

What is the Total Retail Value of the intended raffle?

(permit is only required if the total value exceeds \$10 000.00)

What is the Date of the intended raffle draw?

What is the Time of the intended raffle draw?

What is the Location of the intended raffle draw?

What is the price of each ticket?

What is the total number of tickets available for sale?

What dates will the tickets be available for sale?

Start Date for ticket sales	Last Date for ticket sales
<input type="text"/>	<input type="text"/>

How will the tickets be advertised for sale?

How will the tickets be sold? (e.g. cash sales, via an online ticket sales provider, etc.)

List **ALL** prizes available in the raffle, and their estimated value (including relevant information about prizes such as make, model, brand, description, number, and whether there are conditions attached to the prize)
(add a separate list if necessary)

Name of Prize	Retail Value	Brand/Make/Model etc	Further description

Will the raffle draw be undertaken using physical tickets or will the draw be conducted by electronic draw method?

How will the results be published?

When will the results be published?

How will the winners be contacted?

How will the prizes be distributed to winners?

H. Conducting the Raffle - costs and expenses

Do you expect to incur any reasonable costs of prizes for the raffle which will be deducted from the gross funds?

Yes No

If yes, provide details including the estimated amount.
Attach additional information if necessary

Do you expect to incur any reasonable operational costs of running the raffle, which will be deducted from the gross proceeds?

Yes No

If yes, provide details including the estimated amount.
Attach additional information if necessary

Will any third party receive remuneration to conduct or promote the raffle?

Yes No

If yes - provide details of the third party, nature of their involvement and the nature of their remuneration.

I. Information for participants

- How will you ensure that purchasers are aware of the following information, as required under the rules and conditions of the authorised game of raffles (for example, on the face of the ticket, in a terms and conditions document, etc.):
 - the ticket price and the total number of tickets available for purchase;
 - the not-for-profit organisation or charitable purpose which is to benefit from the raffle;
 - the name, address and permit number of the minor gaming permit holder who is operating the raffle;
 - the prizes available and their estimated retail value (including relevant information about prizes such as make, model, brand, description, number, and whether there are conditions attached to the prize);
 - whether any third party is receiving remuneration to conduct or promote the raffle, and if so, the identity of that third party, the nature of their involvement and the nature of their remuneration.
 - the date, time and location of the raffle draw, and whether the draw will be conducted by electronic draw method or physical tickets;
 - how the results will be published, winners will be contacted, and prizes will be distributed.

J. Authorisation and signature

I acknowledge that it is an offence under the [Gaming Control Act 1993](#) to give false or misleading information in relation to an application for a Minor Gaming Permit. I certify that the particulars contained in the completed application form are true and correct in every detail and fully disclose the information required to complete this application.

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)*

If the applicant is a legal entity:

I, _____ am duly authorised to make this application on behalf of
(name of contact person)

(name of legal entity)

Full name

Position

Signature
(must be signed by hand)

Date

If the applicant is an individual:

Full name of applicant

Signature
(must be signed by hand)

Date

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.