

# APPLICATION FOR MINOR GAMING PERMIT

## MINOR GAMING PERMIT APPLICATION

PLEASE TICK

VALID FOR ONE YEAR

VALID FOR TWO YEARS

Refer to Schedule of Fees for payment amount

**NAME OF ORGANISATION/APPLICANT**

.....

## 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 I Civic Square LAUNCESTON TAS 7250  
Telephone: (03) 6777 2777 Facsimile: (03) 6173 0218

GPO Box 1374 HOBART TAS 7001 Australia  
Email: [gaming@treasury.tas.gov.au](mailto:gaming@treasury.tas.gov.au) Web: [www.gaming.tas.gov.au](http://www.gaming.tas.gov.au)

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**What is a Minor Gaming Permit?**

A minor gaming permit is a permit issued by the Tasmanian Liquor and 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 one or two years (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 Liquor and 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 at least 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 only use equipment approved by the Commission for any electronic determination of a game outcome.
7. Must submit an application to amend the minor gaming permit if the responsible person of an Organisation changes. It will be necessary for the new contact to sign the statutory declaration and Authority and Consent form contained in the application to amend minor gaming permit.
8. Must give written notice to the Commission of any change of address within 21 days after that change of address occurs.
9. Must give written notice to the Commission of any change in the details of the responsible person within 21 days after that change occurs.
10. Must keep such accounting records as necessary to correctly record and explain transactions arising from the conduct of gaming.
11. 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 applies for either a one or two year permit to conduct the authorised games of **Raffles, Bingo, Lucky Envelopes, Calcutta Sweepstakes, Dancing Dollars, Instant Draw Bingo and Tassie's Best Punter**. The fee must accompany this application. Refer to Schedule of fees for the relevant amount to be paid.

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 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>.

## 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.	Minor Gaming Permit Fee:
	Valid for one year <input type="checkbox"/> Valid for two years <input type="checkbox"/>
	<b>IMPORTANT:</b> The fee must accompany the application. Refer to Schedule of fees.
3.	ABN No. (if applicable):
4.	Registered Address:
	Post Code:
5.	Organisation Phone and Fax Numbers:
6.	Email ( <i>all correspondence will be forwarded to the nominated email address</i> )

7.	<b>Details of Responsible Person (or permit holder if an individual)</b> <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>	
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"/>
	1) Nature and date of offence	
	2) Nature and date of offence	
	3) Nature and date of offence	
	4) 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.

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

12.	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.
13.	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>

### Electronic Draw Method Approval

14.	Do you plan on using electronic methods for drawing a raffle under this minor gaming permit?
	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please complete questions 15 - 18</i>
15.	What is the name and developer/distributor of the software to be used?
16.	Has this draw method been approved in any other jurisdiction/s? If so, which?
17.	Please summarise how the electronic draw is operated
18.	Does the draw method give each ticket/entry a fair and equitable chance of winning?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>By signing below you affirm that the above declaration is, to the best of your knowledge, a true and fair representation of the electronic draw method to be approved.</i>
	<b>Signature of responsible person</b>
	Date: ____ / ____ / 20____ .....

*Please note that the approval of electronic draw methods applies for the duration of the minor gaming permit. Renewal of the approval will need to be sought after the expiration of the permit.*

*Should you wish to change the electronic draw method from the approved method, the responsible person must seek approval of the new method at least seven (7) days before the commencement of the raffle.*



**CERTIFICATION**

I/We certify that .....is duly authorised to make the application  
(Name of Responsible Person)

on behalf of the organisation.

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

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**Signature of President/Chairman**

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

\_\_\_\_\_

**Signature of Secretary/Manager/Treasurer**

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

\_\_\_\_\_

\_\_\_\_\_

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

I (NOTE 1) .....

of (NOTE 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** (NOTE 3)..... **in the State of** (NOTE 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>2</b>	A Justice of the Peace or bail justice
<b>3</b>	A member of the police force
<b>4</b>	A barrister and solicitor of the Supreme Court

<b>5</b>	A legally qualified medical practitioner
<b>6</b>	An Authorised Person of the Tasmanian Liquor and Gaming Commission
<b>7</b>	A pharmacist

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**CREDIT CARD AUTHORITY**

Name of Applicant:-
Venue / Premises:-

Name on Credit Card:-
Phone Number:-
Acceptable Credit Cards (please tick):- MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>

<b>Credit Card No</b> _____ / _____ / _____ / _____	<b>Expiry Date</b> ____ / ____
Card Verification Number (last 3 digits on signature panel)      _____	

Signature of credit card holder:-.....	
Total amount to be debited	\$ _____

(Office use only)

<b>PAYMENT NO:-</b>		<b>ENTERED BY:</b>
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**This application must be supported by the following:**

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

**Please email your complete application and accompanying documents to the Commission via email: [gaming@treasury.tas.gov.au](mailto:gaming@treasury.tas.gov.au)**