

BEFORE COMMENCING THE APPLICATION **PLEASE READ CAREFULLY.**
FOR ASSISTANCE CONTACT THE LIQUOR AND GAMING BRANCH AT;
gaming@treasury.tas.gov.au



TASMANIAN LIQUOR AND GAMING COMMISSION

RENEWAL APPLICATION FORM:

- SPECIAL EMPLOYEE'S LICENCE
- TECHNICIAN'S LICENCE

CHECK LIST: PLEASE ENSURE EACH REQUIREMENT IS COMPLETE BEFORE SUBMITTING THIS APPLICATION

- All questions are answered and details provided where required - ensure you write in BLOCK LETTERS in BLACK or BLUE pen.
- Provide 100 points of certified identification.** For further information regarding accepted identification please refer to attachments as part of this application.
- Credit card payment - refer to our website - www.treasury.tas.gov.au/liquor-and-gaming/fees**
- One recent passport sized and styled photograph (This can be taken on your smart phone or device).
- RCG certificate attached.
- Have you been convicted of any offence or subject to a Part IX debt agreement or bankruptcy in the past 5 years?
 - No
 - Yes

If Yes, provide details:

If you have entered into a Part IX debt agreement, attach all relevant documentation.

Submit your application **PRIOR TO** the expiry date to: gaming@treasury.tas.gov.au

TASMANIAN LIQUOR AND GAMING COMMISSION

LICENCE RENEWAL APPLICATION

Please ensure that you complete this form and return it to the Tasmanian Liquor and Gaming Commissioner prior to the expiry date of your current licence.

APPLICANT DETAILS

Licence Number:	
Expiry Date:	
Licence Type: (tick applicable)	<input type="checkbox"/> Special Employee
	<input type="checkbox"/> Technician

Surname:	
Given name/s:	
Date of birth:	

Current residential address:	
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Postal address:	
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Mobile phone:	
Work/home phone:	
Email address:	

Current employer	
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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. 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 www.treasury.tas.gov.au/pip

THE APPLICANT IS REQUIRED TO COMPLETE **BOTH** THE
'STATUTORY DECLARATION' AND THE 'AUTHORITY AND CONSENT' SECTIONS

STATUTORY DECLARATION

I, _____ of _____
(Full Name of Applicant) (Address of Applicant)

DO SOLEMNLY AND SINCERELY DECLARE:

- (a) I have personally completed all the information required in this application form; and
- (b) 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.

AND I MAKE THIS SOLEMN DECLARATION by virtue of the *Oaths Act 2001*.

(Signature of Applicant)

DECLARED at _____ In the State of _____
(Place of declaration e.g. Hobart) (State of declaration e.g. Tasmania)

This _____ day of _____ 20_____

Before me _____
(Signature of Witness)

(Name and occupation of Acceptable Witness - See page 5 for a list of acceptable witnesses)

(Category of Witness)

AUTHORITY AND CONSENT

To: All courts, Government Departments, employers, educational institutions, banks, financial and other institutions, credit reporting body, all agencies - Federal, State and Local Governments, without exception to both foreign and domestic and to whomsoever else this authorisation and consent may be duly presented.

From: _____ of _____
(Full Name of Applicant) (Address of Applicant)

Date of Birth: _____ / _____ / _____ Telephone (M) _____

I understand and acknowledge that

- The information provided in this application is correct to the best of my knowledge.
- The Tasmanian Liquor and Gaming Commission receiving this information may refuse to consider this application if it becomes evident that information or any supporting documentation provided is incomplete or false.
- I consent to having fingerprints and palm prints taken by the Tasmanian Liquor and Gaming Commission should the Commission determine that this is required and to a check of the records of Tasmania Police or other Australian police jurisdictions. I also consent to the release of criminal history records recorded against my name and request that they be provided to an authorised officer of the specified agency.
- I hereby authorise and consent to the Tasmanian Liquor and Gaming Commission and any member of the Liquor and Gaming Branch to obtain information (including financial and other confidential information) concerning myself. Financial History Credit Reports in the form of a Access Seeker Report will be obtained from **illion (DBCC Pty. Ltd)** as the Credit Reporting Body. In this context where “us” or “we” means the Tasmanian Liquor and Gaming Commission (Access Seeker) and “you” or “your” means the Individual, as the context requires:
 - (a) By nominating us as an Access Seeker, we will be using your access rights to consumer credit information which means that you may be charged in the future for information that would have been available for free from credit reporting bodies.
 - (b) We collect information from **illion**, a credit reporting body. Further information on how **illion** collects, holds, uses and discloses your credit information is available from www.checkyourcredit.com.au.
 - (c) To make a change to credit information, you need to say how it is wrong and provide documentation to support your view. You agree to provide the credit reporting body (through us) certified copies of documents or statutory declarations where no other documentation is available (“**Supporting Documentation**”). Where we represent you in any required correction of information, you agree that we will provide the Supporting Documentation to the credit reporting body, and we will be responsible for providing the credit reporting body’s response to your correction request to you both truthfully and accurately.
- I also consent to my information being checked with the document issuer or official record holder for the purpose of confirming my identity.

(Signature of Applicant)

Date: ____/____/____

(Signature of Witness - See page 5 for a list of acceptable witnesses)

Date: ____/____/____

IDENTIFICATION DOCUMENTS WHICH MUST ACCOMPANY YOUR APPLICATION

You are required to submit documents with your application to verify your identity.

Primary documents are the document only and secondary documents must have a photograph and name. Your application must be accompanied by 100 points of identification and include:

- a. Your full name;
- b. Your current residential address;
- c. Your date of birth; and
- d. One form must include photo identification.

ALL documents **must be** certified copies endorsed by an acceptable witness with the words “Original Sighted’ signed (witness name) and dated. You must also include details of the acceptable witness including name, category of witness and contact phone number.

ACCEPTABLE WITNESSES (Note: Family members are not acceptable witnesses):

1. A Commissioner for Declarations;
2. A legally qualified Medical Practitioner;
3. A Justice of the Peace, Bail Justice or Notary Public;
4. An Authorised Person of the Tasmanian Liquor and Gaming Commission;
5. A member of the Police force;
6. A pharmacist; or
7. A Barrister and Solicitor of the Supreme Court.

Document Type	Points Value	Document Details
Primary document	70 Points	<p>Only one primary document can be used:</p> <ul style="list-style-type: none"> • Birth certificate • Citizenship certificate • Current passport • Expired passport which has not been cancelled and was current within the preceding two years
Secondary documents	40 Points	<p>Must have your name and photograph on it:</p> <ul style="list-style-type: none"> • Driver licence issued by an Australian State or territory • Road and Maritime Services photo card • Licence or permit issued under a law of the Commonwealth, a State or Territory government • Identification card issued to a public employee • Identification card issued by the Commonwealth • Identification card issued to a student at a tertiary education institution
	35 Points	<p>Must have your name and current address on it:</p> <ul style="list-style-type: none"> • Council rates notice • Land Titles Office record • Document from your current employer or previous employer within the last two years • A mortgage or other instrument of security held by a financial body
	25 Points	<p>Other acceptable documents</p> <ul style="list-style-type: none"> • Marriage certificate (for maiden name only) • Credit card • Foreign driver licence • Medicare card • EFTPOS card • Proof of Age Card (government issued) • Name Change Certificate • Personal Identification Card (Service Tasmania)