

A. Application requirements

This checklist details the documents required to accompany a Special Employee's/Technician Licence Renewal 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

- Special Employee's/Technician Licence Renewal Application (this document)
- [Statutory Declaration](#)
- [Authority and Consent](#)
- [Proof of identity documentation](#)
- Credit Card Payment Authority - [application fees](#)
- One recent passport sized and styled photograph (this can be taken on your smartphone or device). Refer to - www.passports.gov.au/getting-passport-how-it-works/photo-guidelines
- Current Responsible Conduct of Gambling certificate

Next steps:

1. Complete and compile all required attachments (section A).
2. Complete this *Special Employee's/Technician Licence Renewal Application* (sections B, C and D).
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. Licence details

Special Employee

Technician

Licence number

Expiry date

C. Applicant details

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

Current employer (business name)

Phone number

Have you been found or pleaded guilty to an offence in Tasmania, or any other Australian State in the past 5 years? Yes No

[If YES, insert offence details below. (minor traffic offences are not required).]

Nature of offence

State

Year

Nature of offence

State

Year

Nature of offence

State

Year

Have you been declared bankrupt or are currently an undischarged bankrupt in the past 5 years? Yes No

*If YES, provide details.
Supporting documents may be attached.*

Have you ever entered into a [debt agreement](#)? Yes No

If YES, provide details.
Supporting documents may be attached.

If you have declared an offence or bankruptcy/debt agreement in the past 5 years, have you informed the Commission these matters? Yes No

If NO, provide an explanation as to why this was not disclosed in accordance with the condition of your licence. .

D. 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

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.