

# APPLICATION TO BECOME AN APPROVED ASSOCIATION

Pursuant to the *Gaming Control Act* and *Gaming Control (Community Gaming) Regulations*



FULL NAME OF CLUB/ASSOCIATION: \_\_\_\_\_

STATE PURPOSE OF THE CLUB/ASSOCIATION (attach copy of constitution): \_\_\_\_\_

IS THE CLUB/ASSOCIATION ACTIVELY CARRYING OUT ITS ACTIVITIES IN THE NT: YES  No

Next AGM will be on \_\_\_\_\_ / \_\_\_\_\_ /20

POSTAL ADDRESS OF CLUB/ASSOCIATION:

\_\_\_\_\_  
\_\_\_\_\_

PHONE NO. (bh): \_\_\_\_\_

STREET ADDRESS (IF APPLICABLE):

\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF MEMBERS APPROX. (INCLUDE ASSOCIATES, SOCIAL, COUNTRY, ETC): \_\_\_\_\_

PRESIDENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone No. (bh): \_\_\_\_\_

SECRETARY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone No. (bh): \_\_\_\_\_

TREASURER

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone No. (bh): \_\_\_\_\_

NOMINATED PERSON FOR LOTTERIES

Name & address of the person nominated by your Association to be responsible for Lotteries on its behalf (nominated person must be a Committee member):

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. (bh) \_\_\_\_\_

Position: \_\_\_\_\_

I HEREBY ACCEPT THE NOMINATION

Signature: \_\_\_\_\_

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

## OFFICE USE ONLY

Application Complete  YES  NO  
Objects clearly defined & in keeping with s2 meaning of Association  YES  NO  
Finance & dissolution clauses adequate  YES  NO

Nominated person has signed form  YES  NO  
Incorporated?  YES  NO  
Constitution & Certificate attached  YES  NO  
Comments: \_\_\_\_\_

RECOMMENDED / NOT RECOMMENDED

APPROVED / NOT APPROVED

\_\_\_\_\_  
Action Officer  
/ /20

\_\_\_\_\_  
Delegate of Director of Licensing  
/ /20

A club or an association having at least 10 members may apply to the Director of Licensing to become an 'approved association'. A body incorporated under the *Associations Act* is not automatically an approved association under the *Gaming Control Act*. An organisation wishing to become an approved association under the *Gaming Control Act* does not have to be incorporated, although it may be beneficial.

An application must be accompanied by the constitution or another instrument setting out the structure, rules and regulations of the association.

An approval of the association by the Director of Licensing enables the association to:

- Conduct raffles with \$5,000 or less in total ticket sales without further approval.
- conduct tipping competitions and mini-lotto offering total prizes less than \$5,000 without further approval.
- Conduct games of bingo, sweepstakes, and calcuttas without further approval.
- Subject to approval of the Director of Licensing, conduct minor or major lotteries where the value of tickets available for sale is \$5001 or greater.
- Subject to approval of the Director of Licensing, operate ticket dispensing machines.
- Subject to approval of the Director of Licensing, conduct other games of chance in the nature of a lottery provided the games and prizes offered are not prohibited.

In order to maintain the approval status, the association must annually update their details after its Annual General Meeting or a special general meeting or when there are changes to office bearers, the nominated person responsible for lotteries or to the constitution. The association must also ensure that financial records of all games conducted during the financial year are audited and any qualified audit report must be submitted to the Director of Licensing.

## ASSESSMENT OF ASSOCIATION

When assessing an application to become an approved association, the Director of Licensing requires:

1. The application form to be completed and signed.
2. The aims and objectives of the club/association to be clearly defined and, where applicable, relevant documentation such as certificate of incorporation and the constitution to be provided. If unincorporated, reasons why the association is not incorporated.
3. Whether or not the club/association is incorporated, suitable clauses relating to finance and dissolution (disposal of assets). Below is an example of a suitable finance and dissolution clause:

### FINANCE CLAUSE

1. The income and property of the association, however derived, shall be applied solely towards the promotion of the objects and purposes of the association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the association.
2. The association shall not pay a person who is a member of the association any remuneration or other benefit in money or money's worth (other than the repayment of out of pocket expenses).
3. Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of -
  - a. Remuneration in return for services actually rendered to the association by the servant or member for goods supplied to the association by the servant or member in the ordinary course of business;
  - b. Interest at current bank overdraft rate on money lent; or
  - c. a reasonable and proper sum by way of rent for premises let to the association by the servant or member.

### DISSOLUTION CLAUSE

1. The Association may only be dissolved by a general meeting called by the executive committee for the purpose.
2. For dissolution to occur a majority vote of two thirds (2/3) of those present must occur and voting shall be required.
3. If dissolution occurs, once all outstanding accounts are finalised any remaining funds or assets shall be transferred to an organisation with similar objectives or a charity.

<p><b>DARWIN</b>  <b>SUBMIT APPLICATIONS TO:</b>                  Territory Business Centre                  Development House, Ground Floor                  76 The Esplanade, Darwin NT                  GPO BOX 9800 Darwin NT 0801                  Phone (08) 8982 1700 Fax (08) 8982 1725</p>		<p><b>FOR ENQUIRIES OR ASSISTANCE CONTACT:</b>                  Racing, Gaming and Licensing                  1st Floor Enterprise House                  Cnr Knuckey &amp; Woods Street, Darwin NT                  Phone (08) 8999 1800 Fax (08) 8999 1888</p>
<p><b>ALICE SPRINGS</b>  <b>SUBMIT APPLICATIONS TO:</b>                  Territory Business Centre                  Peter Sitzler Building,                  67 North Stuart Hwy Alice Springs NT 0870                  PO Box 8470 Alice Springs NT 0871                  Phone (08) 8951 8452 Fax (08) 8951 8591</p>	<p><b>KATHERINE</b>  <b>SUBMIT APPLICATIONS TO:</b>                  Territory Business Centre                  1 Randazzo Building                  18 Katherine Terrace Katherine NT 0850                  PO Box 9800 Katherine NT 0851                  Phone (08) 8973 8180 Fax (08) 8973 8188</p>	<p><b>TENNANT CREEK</b>  <b>SUBMIT APPLICATIONS TO:</b>                  Territory Business Centre                  Shop 2, Barkly House                  Cnr Davidson and Paterson Streets                  PO Box 9800 Tennant Creek NT 0861                  Phone (08) 8962 4411 Fax (08) 8962 4413</p>

**NOTICE IN ACCORDANCE WITH THE INFORMATION ACT**  
**(INFORMATION PRIVACY PRINCIPLE 1)**

Racing, Gaming and Licensing (RGL – a division of NT Treasury) is seeking information from you for the purposes of your application.

Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided.

- You are able to access your personal information that you have provided by making a written request to the Director of Licensing.
- The information is required pursuant to the *Gaming Control Act*. The Act requires that certain matters must be considered when deciding whether or not to approve an application.
- The information will be kept confidential except as follows:
  - (a) Information may be sought from Police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to obtain information about you and your application.
  - (b) If a hearing is involved, information will be released to the parties, Commission or the Court, as required.
  - (c) Registers of licences and permits will be maintained and may be made available to the public on request.
- You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the Act.

**Website:** [www.nt.gov.au/nttl/licensing](http://www.nt.gov.au/nttl/licensing)