

LICENSING, REGULATION AND ALCOHOL STRATEGY

Gaming Machine Venue Licence Application

Gaming Machine Act 2008

1. The following booklet has been compiled to assist the applicant in completing these forms.
2. An application for the grant of a gaming machine licence may be made by: -
 - a) The holder of a club, public hotel or tavern liquor licence referred to in Section 3 of the *Gaming Machine Act*
 - b) A transferee of an eligible liquor licence
 - c) An applicant for an eligible liquor licence
3. Application for a gaming machine licence may be made only in respect of premises specified in an applicant's licence under the *Liquor Act*.
4. The applicant, or in the case of a body corporate each Director/Executive Officer, must submit the following documents, either original or certified copies, with this form:

(a) Birth certificate or extract	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
(b) Current Drivers Licence	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
(c) Current Passport and visa	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
(d) Deed of Release and Indemnity	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
(e) Marriage Certificate (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
(f) Deed Poll Documents (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
(g) Financial Statements	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
(h) Credit Reference Report (see attachment on page 21)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
(i) Taxation Return or Tax Assessment Notice (for the past 3 years)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable

LICENSING, REGULATION AND ALCOHOL STRATEGY

Darwin

Level 1, Enterprise House
28-30 Knuckey Street, Darwin
GPO Box 1154, Darwin, NT 0801
Ph: 08 8999 1800
Fax: 08 8999 1888

Katherine

18 Katherine Terrace, Katherine
GPO Box 2138, Katherine NT 0850
Ph: 08 8972 8906
Fax: 08 8972 8910

Alice Springs

1st Floor Belvedere Hse
Cnr Parsons & Bath Sts
GPO Box 8470, Alice Springs NT 0871
Ph: 08 8951 5195
Fax: 08 8951 8591

5. This application must also be accompanied by:

The prescribed fee*	<input type="checkbox"/> Yes
Community impact analysis (CIA) (refer factsheet)	<input type="checkbox"/> Yes
Business Plan	<input type="checkbox"/> Yes
A neat, accurate scaled plan of the premises to which the application relates, indicating the proposed locations on the premises where it is intended to install gaming machines	<input type="checkbox"/> Yes
Criminal History Check	<input type="checkbox"/> Yes
Affidavit disclosing influential or benefiting parties	<input type="checkbox"/> Yes
Lease Agreement, Arrangement or Contract for the premises subject to the application	<input type="checkbox"/> Yes

If body corporate

A copy of the Certificate of Incorporation of the body corporate	<input type="checkbox"/> Yes
A copy of the memorandum, rules, constitution or other incorporating documents of the body corporate, certified as a true copy by the secretary or other person duly authorised in that behalf by the body corporate and, in the case of rules of a club, certified as a true copy by the Registrar, within the meaning of the <i>Association Incorporation Act</i>	<input type="checkbox"/> Yes
A certified copy of the resolution or minute of the proceedings of the governing body whereby approval was given to the making of the application	<input type="checkbox"/> Yes
A copy of the last 2 years audited balance sheet or statement of the financial affairs of the body corporate	<input type="checkbox"/> Yes

If a club, also:

A statement detailing the number of members in each class of membership of the club	<input type="checkbox"/> Yes
A copy of the club constitution	<input type="checkbox"/> Yes
A proposal consistent with club constitution	<input type="checkbox"/> Yes

6. Before commencing the complete this form please read the following carefully:

- a) Type or print in BLOCK LETTERS an answer to every question.
- b) If a question does not apply to you state "N/A" in response to that question.
- c) If there is nothing to disclose in reply to a particular question state "Nil" in response to that question.
- d) If the space available is insufficient please supply the required information on an attachment page. Precede each answer there on with the title applicable to that question.
- e) All dates should be completed in the Form - Day / Month / Year.
- f) The form must be signed personally on each page including each attached page in the space provided (by the person to whom the form relates).
- g) Every venue must have at least 1 authorised machine manager to commence gaming and a machine manager must be on duty at all times during the operation of gaming.
- h) The Director of Licensing must be advised in writing of any changes to information contained in or accompanying the application within 7 days (Section 27(1) of the *Gaming Machine Act*).
- i) An applicant for a gaming machine licence must, within 28 days of lodging the application, publish a notice that the application has been made –
- j) Once this application has been completed and all relevant documents have been attached, please forward to relevant Territory Business Centre (TBC) – refer to final page
- k) Any queries relating to the application must be directed to Licensing, Regulation and Alcohol Strategy (LRAS) - refer contact details, page 1.

7. False Statement

Penalties for offences under the *Gaming Machine Act* range from a fine of \$5,000 to \$50,000 or imprisonment for 5 years.

Under Section 177(f) of the *Gaming Machine Act* the penalty for an offence of providing or submitting information or material knowing it to be false erroneous or misleading in a material particular in or in relation to an application is a fine of \$50,000 or imprisonment for 5 years.

Authority for Release of Information

I/We

.....
(full name of applicant)

being duly authorised executive officers of

of
(name of body corporate)

hereby authorise the manager or officer in charge of any bank or financial institution to whom this request is presented by an authorised officer of the Department of Justice or member of the NT Police Force to allow that officer or member to inspect and obtain copies of any and all documents, records or correspondence pertaining to the above mentioned Body Corporate, (solely or jointly with any other company etc., or party), including but not limited to loan information, trading account records, deposit records, safe deposit records, passbook records and bank statement sheets, which are held by such bank or other financial institutions, and the Director of Licensing to make any inquiries and obtain any background information regarding the Body Corporate, including inquiries with law enforcement authorise as are required.

Signature of Authorised Executive Officer

Date

Signature of Authorised Executive Officer

Date

1. This application is made by

<input type="checkbox"/> Body Corporate <input type="checkbox"/> Natural Person
--

2. Details of Applicant

Full Name

Address

 Postcode

Date of birth / /	Place of birth
----------------------	----------------

Telephone <input type="text"/>	Fax <input type="text"/>
-----------------------------------	-----------------------------

Mobile

Email

Full name of premises subject to the application <input type="text"/>	
Address of premises subject to the application <input type="text"/> <input type="text"/>	
Postcode	
Telephone <input type="text"/>	Fax <input type="text"/>

Signature

Signature

Number of gaming machines for which this licence is sought

Liquor Licence Number

What is your marital status (including defacto)?

Date of marriage

Place of marriage (city/state/country)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Spouse's/defacto maiden name (where applicable):

Place of birth of spouse/defacto:

Spouse's defacto residential address

Postcode

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Spouse's/defacto employer

Spouse's/defacto occupation

3. For Body Corporate

Name of body corporate

Date of incorporation of body corporate

/ /

Registered Address of body corporate

Postcode

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Signature

Signature

Postal Address of body corporate

Postcode

Telephone

Fax

Mobile

Email

4. Details of Executive Officers (make copy if necessary)

Full Name

Address

Postcode

Date of birth

 / /

Place of birth

Telephone

Fax

Mobile

Email

Signature

Signature

Full name of premises subject to the application	
Address of premises subject to the application	
Postcode	
Telephone	Fax

Number of gaming machines for which this licence is sought

--

Liquor Licence Number

--

What is your marital status (including defacto)?	
Date of marriage	Place of marriage (city/state/country)
Spouse's/defacto maiden name (where applicable):	
Place of birth of spouse/defacto:	

Spouse's defacto residential address	
Postcode	
Spouse's/defacto employer	
Spouse's/defacto occupation	

Signature

--

Signature

--

8. Addresses

List all addresses at which the Body Corporate etc., has been registered or has conducted business over the last 5 years beginning with the current address and working backwards

Month and Year (from – to)		Address
/	/	
/	/	
/	/	
/	/	
/	/	
/	/	
/	/	
/	/	
/	/	
/	/	
/	/	
/	/	

9. Confidential Financial Statement

Have you ever become bankrupt or taken advantage of the laws relating to bankruptcy or insolvency?

Yes

No

If yes, furnish details on an attachment page.

Supply details (name, branch) of all bank accounts operated by the Body Corporate

Name	Branch

Signature

Signature

10. Business Affiliations

6A Provide full details of any other Directorships, Partnerships or other business interests or affiliations with which the Directors, Secretary and Executive Officers are currently or have been associated or involved within the last (5) five years.

Gaming Machine Act 2008

Affidavit

Disclosure of influential or benefiting parties to a gaming machine licence

I,being
(full name)

(choose one of the following)

- (i) an applicant (natural person);
- (ii) the principal executive officer of

....., the applicant
(name of body corporate)

- (iii) an officer other than the principal executive officer to whom the provisions of section 44(3)(b) of the Act apply,

in respect of an applicant
(name of body corporate)

for a gaming machine licence

do sincerely promise and swear that

- (a) there *is a / is not any person (other than, where the applicant or licence holder is a body corporate, the secretary, an executive officer, a member or shareholder of the body corporate carrying out the duties or exercising the normal rights the person has as secretary, executive officer, member or shareholder) who will by any lease, agreement or arrangement be able to influence any decision made:

- (i) in the case of the applicant or licence holder being a natural person, by that person; or
- (ii) in the case of the applicant or licence holder being a body corporate, by the body corporate or the secretary or an executive officer of the body corporate,

In relation to the conduct of gaming by the applicant or licensee;
and

Signature

[Signature box]

Signature

[Signature box]

- (b) there * is a / is not any person (other than, where the applicant or licensee who by any lease, agreement or arrangement who may expect a benefit from the applicant or licensee in relation to the performance of the general functions to be permitted or that are permitted by the licence.

If there is a person so able to influence or expect benefit, state –

- (a) where any such person is a natural person, his or her full name, address and date of birth:

Full Name	Address	D.O.B
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /

- (b) where any such person is a body corporate other than a club - the name of the body corporate and the full name, address and date of birth of the secretary and each executive officer of the body corporate:

Full Name	Address	D.O.B
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /

Signature

Signature

- (c) details of the objectives (if any) of the body corporate / club or voluntary association of persons and whether or not the club is a non proprietary club or the voluntary association of persons conducts its business in the same manner as the non proprietary club

- (d) full and correct particulars of the lease, agreement or arrangement

- (e) In the case of the applicant or licensee being a body corporate other than a club, state the names of all persons who are substantial shareholders of the body corporate under Section 708 of the *Corporation Laws*

Signature

--

Signature

--

Signature of deponent

Date

/ /

Signed and sworn by the said deponent at this

..... day of, 20

before me

Commissioner of Oaths

Name and address of the Commissioner of Oaths

.....

.....

*delete those which are not applicable

Deed of Release and Indemnity

This Deed of Release is made between

Full Name

--

Address

Postcode

Date of birth

Place of birth

/ /	
-----	--

(hereinafter referred to as “the releasor”) of the one part and the Commissioner of Police of the Northern Territory, his servants and agents, (hereinafter referred to as “the releasee”) of the other part.

WHEREAS

1. The releasor is desirous that the Territory and Director of Licensing properly inform themselves of the suitability and probity of the releasor to be involved in or associated with the gambling industry in the Northern Territory.
2. The releasee may be in possession of information concerning the releasor (hereinafter referred to as “the information”) which is of assistance to the Territory and Director of Licensing in informing themselves as to the suitability and probity of the releasor to be involved in or associated with the gambling industry in the Northern Territory.
3. The releasor is desirous of the Territory and Director of Licensing having access to the information for the purpose described in clause 2 hereof.
4. The releasor acknowledges that he may have certain rights and remedies at law and/or in equity in relation to any supply or publication of the information.

NOW THIS DEED WITNESSETH:

1. The releasor requests and authorises the releasee to supply the information to the Territory and Director of Licensing.
2. The releasor undertakes that he will at all times well and sufficiently indemnify the releasee and keep the releasee indemnified against all liability in respect of the supply or publication of the information and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken against the releasee or incurred or become payable by the releasee in respect thereof.

IN WITNESS WHEREOF

The releasor has hereunder affixed his hand and seal on the date below mentioned.

Signed sealed and delivered by:

Signature of Releasor

L.S.

Date

/	/
---	---

How to Obtain a Personal Credit Reference Report

Personal Credit Rating

The credit reference association of Australia will supply to any person their personal credit reference on application.

You are required to provide this documentation of financial records for consideration of approval of your application.

To obtain your credit reference, write to: Veda Advantage Ltd

Public Access Department
PO Box 964
North Sydney NSW 2059

The following information is to be provided to Veda Advantage Ltd:

- a) Full name
- b) Date of birth
- c) Drivers licence or similar document stating number and state of issue
- d) Current residential address
- e) Previous residential address

There is no cost for this service and the report should be provided in six to ten days.

Gaming Machine Act

Notice In Accordance with the Information Act (Information Privacy Principle 1)

Licensing, Regulation and Alcohol Strategy (LRAS – a division of NT Department of Justice) 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.

- a) You are able to access your personal information that you have provided by making a written request to the Director of Licensing.
- b) The information is required pursuant to the *Gaming Machine Act*. The *Act* requires that certain matters must be considered when deciding whether or not to approve an application.
- c) The information will be kept confidential except as follows:
 - i. 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 verify information about you and your application.
 - ii. If a hearing is involved, information will be released to the parties, Commission or the Court, as required by the *Act*.
 - iii. Registers of licences and permits will be maintained and may be made available to the public on request.
- d) 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/justice/licenreg

**Please refer to the relevant schedule of fees.*

TERRITORY BUSINESS CENTRES

TOLL FREE LINE: 1800 193 111 (Australia Wide)

Darwin	Katherine	Tennant Creek	Alice Springs	Postal Address
Development Hse 76 The Esplanade Darwin NT 0800 Phone: (08) 8982 1700	1 Randazzo Bldg 18 Katherine Tce Katherine NT 0850 Phone: (08) 8973 8180	Shop 2, Barkly Hse Cnr Paterson & Davidson Sts Tennant Creek NT 0860 Phone: (08) 8962 4411	Peter Sitzler Bldg 67 Nth Stuart Hwy Alice Springs NT 0870 Phone: (08) 8951 8524	GPO Box 9800 Darwin NT 0801 territory.businesscentre@nt.gov.au

General Disclaimer: The material contained in this publication is intended for use as a guide and for general information only. It is not intended to be a substitute for independent professional advice. The Northern Territory Department of Justice accepts no responsibility or liability for the correctness, accuracy and completeness of any of the material contained in this publication and recommends that users of this publication exercise their own skill, care and judgment in the application of the information contained in the publication.