

# Application to Renew Class 3 Licence to Conduct Housie

Gambling Act 2003  
**GC14**

Privacy Act 1993: The particulars in this form which relate to individuals are personal information under the Privacy Act. This information is required so that the Department of Internal Affairs can consider the society's application under the Gambling Act 2003.

The information will be held by the Department of Internal Affairs and may also be disclosed to the Police and other agencies, subject to the Criminal Records (Clean Slate) Act 2004. Any person about whom information is collected has the right of access to, and correction of, that information.

The housie renewal fee is \$722.71 (GST incl). Please complete this form, enclose your fee and all required documentation, then return the application to the Department of Internal Affairs. You will receive a receipt once your application has been processed.

Keep a copy of your completed application for your records. If this application is incomplete it will be returned to you as without being processed.

Please also ensure that you complete and return the Declaration on page 8 of this form.

PLEASE PRINT CLEARLY.

## Class 3 Operator's licences MUST be renewed every year

A corporate society that conducts housie must apply to the Department of Internal Affairs for a renewal of its operator's licence prior to the expiry of its current licence.

- A renewal of your licence will allow your society to continue to operate for another year.
- Your society's current licence continues in force after its expiry date if your society has applied for this renewal before that date - and the renewal has not been refused.

### A. Society Details

Please state the exact name under which your society is registered on the Certificate of Incorporation.

Only a corporate society may conduct housie.

You can find your **Corporation Number** on your Certificate of Incorporation or from the Companies Office. For further information visit the Companies Office website [www.companies.govt.nz](http://www.companies.govt.nz)

The **contact person** is the person who will answer any questions we might have during the renewal process. Please ensure that this person can be contacted at the phone number provided during working hours.

### A. Society Details

Yes, we are a corporate society.

Corporation number  
*as per your Certificate  
of Incorporation*

Current operator's  
licence number

Name of society

Registered address

*Suburb*

*Town/city*

Postal address  
*if different from above*

*Suburb*

*Town/city*

Contact person's  
last name

All first names

Role in society

Daytime phone ( )

Evening phone ( )

Fax ( )

Mobile ( )

Email

Web address

Preferred contact  
method *please tick*

Daytime phone

Evening phone

Fax

Mobile

Email

**B. Coordinator and Society Officers Information**

Please provide details for the coordinator of the housie and for all officers of your society.

**B. Coordinator and Society Officers Information**

1. Coordinator

Last name \_\_\_\_\_ All first names \_\_\_\_\_

Role in society \_\_\_\_\_

2. Society officers information

Last name \_\_\_\_\_ All first names \_\_\_\_\_

Role in society \_\_\_\_\_

Last name \_\_\_\_\_ All first names \_\_\_\_\_

Role in society \_\_\_\_\_

Last name \_\_\_\_\_ All first names \_\_\_\_\_

Role in society \_\_\_\_\_

Last name \_\_\_\_\_ All first names \_\_\_\_\_

Role in society \_\_\_\_\_

Last name \_\_\_\_\_ All first names \_\_\_\_\_

Role in society \_\_\_\_\_



PLEASE NOTE: All of the people listed above **must complete and sign** a Personal Information Form (GC5) if they have not already done so or if their details have changed. Please attach completed forms to this application.





## F. Bank Account Details

Every society that conducts housie must maintain a cheque account that is used exclusively for the purpose of banking all money generated from conducting housie. Please provide details of that account.

Name of bank \_\_\_\_\_

Branch \_\_\_\_\_

Account number \_\_\_\_\_

Name of signatories for account

Last name \_\_\_\_\_ All first names \_\_\_\_\_

Role in society \_\_\_\_\_

Last name \_\_\_\_\_ All first names \_\_\_\_\_

Role in society \_\_\_\_\_

Last name \_\_\_\_\_ All first names \_\_\_\_\_

Role in society \_\_\_\_\_

Last name \_\_\_\_\_ All first names \_\_\_\_\_

Role in society \_\_\_\_\_



Please attach a bank generated deposit slip pre-printed with the account name and number.

## DEFINITIONS FOR FINANCIAL VIABILITY

The descriptions on this page are only intended to provide guidance with the preparation of your financial forecast. The guidance notes should not be treated as definitions and they do not replace any definitions in the Gambling Act 2003. The description of any item set out below does not denote the approval of that item as a cost of the class 3 gambling activity. In all cases, estimated costs must be reasonable, necessary and kept to a minimum.

### LINE ITEMS AND DEFINITIONS

<b>Income from Housie Cards Sold</b>	Number of cards sold multiplied by the price per card. For example, if there were 50,000 \$1 cards sold, the Income from Cards Sold would be \$50,000.
<b>Interest</b>	Interest income received on money generated through the class 3 gambling activity that is deposited at the bank (for example, term deposits or on call accounts).
<b>Other Income</b> <i>please itemise</i>	Any other income that is part of the gambling activity.
<b>Advertising</b>	The cost associated with making the competition or game known to the public. For example, the cost of putting an advertisement in the paper. It does not include the cost of any strategy or advice associated with how best to make the competition or game known to the public. That is marketing.
<b>Application Fee</b>	Fee payable to the Department of Internal Affairs to renew a class 3 gambling licence.
<b>Bank Charges</b>	Fees charged by banks such as transaction charges. This excludes any interest costs.
<b>Cost to Society for Providing Prizes</b>	Actual amount paid as a prize.
<b>GST Paid</b> <i>if GST inclusive</i>	In some cases a society is registered for GST and will pay GST to the Inland Revenue Department. This category is used to report those payments where the figures have been presented on a GST inclusive basis. In the case that GST is received this would be reported as a negative figure.
<b>Marketing</b>	The cost of any strategy or advice associated with how best to make the housie known to the public.
<b>Postage and Freight</b>	The cost of sending a letter or package by courier or through the postal system.
<b>Telecommunications</b>	The cost of telecommunication services directly associated with the operation of the class 3 gambling activity, e.g. telephone answering services, line rental, website. Entries/tickets cannot be sold through a communication device.
<b>Ticket Production including Printing</b>	The cost of designing and printing housie cards.
<b>Other Costs - Itemise each</b> <i>do not include prizes</i>	Additional costs associated with running the housie which do not fit into any of the other categories. These costs need to be broken down in detail.

**!** The Gambling Act 2003 requires the maximisation of net proceeds and the minimisation of operating costs. This ensures the greatest possible return to authorised purposes.

**G. Financial Viability and Maximisation of Net Proceeds**

Your society must show that your proposed gambling activity will be financially viable and how net proceeds will be maximised for return to authorised purposes. In assessing financial viability, the Department of Internal Affairs must consider, among other things, the ability of your society to reward winners and apply or distribute the net proceeds from the gambling to or for authorised purposes.

A minimum of 70% of the total money collected from the sale of housie cards must be paid out as prizes in money from any game or session of housie.

**G. Financial Viability and Maximisation of Net Proceeds** *see Note G above*

HOUSIE Proposed price per housie card \$ Expected no. of sales per session Expected no. of sessions per year

		Current Year (actual values) \$	Proposed Year (forecast values) \$	
<b>PROCEEDS</b> (tick one)	<input type="checkbox"/> GST inclusive <input type="checkbox"/> GST exclusive			
	Income from ticket sales			
	Interest			
	<b>MAXIMUM EXPECTED INCOME</b>			<b>A</b>
<b>COSTS</b>				
	Advertising			
	Application fee			
	Audit fee			
	Bank charges			
	Cost to society for providing prizes			
	GST paid <i>if GST inclusive</i>			
	Marketing			
	Postage and freight			
	Telecommunications			
	Cost to society to purchase housie cards from supplier			
	Other costs - itemise each <i>please attach itemised list excluding prizes</i>			
	Subtotal costs			
	<b>TOTAL POTENTIAL COSTS</b>			<b>B</b>
	Percentage of maximum expected income to be spent on costs			<b>B/Ax100</b>
	<b>NET PROCEEDS</b> <i>for authorised purposes</i>			<b>C=(A-B)</b>
	Percentage of maximum expected income available for authorised purposes			<b>C/Ax100</b>

 Please attach itemised list of other costs, excluding cost of prizes (if required).

## DECLARATION

To be completed by the Chair of Trustees/ President *and* Chief Executive Officer or General Manager

I, \_\_\_\_\_ of \_\_\_\_\_  
*full name place of abode and occupation*

solemnly and sincerely declare that:

- All the details entered in, or provided with, this Class 3 Operator's Licence Renewal Application are true and correct to the best of my knowledge.
- I understand that if I have provided information that is materially false or misleading, the society may have its licence cancelled or not renewed.
- I have read and understood the relevant regulatory requirements. If needed, I have obtained/will obtain legal advice to ensure compliance with these requirements.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
*place date month year*

Signature \_\_\_\_\_

Before me \_\_\_\_\_  
*full name*

Signature \_\_\_\_\_  
*Solicitor, Justice of the Peace or other person authorised to take a statutory declaration*

I, \_\_\_\_\_ of \_\_\_\_\_  
*full name place of abode and occupation*

solemnly and sincerely declare that:

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Declared at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
*place date month year*

Signature \_\_\_\_\_

Before me \_\_\_\_\_  
*full name*

Signature \_\_\_\_\_  
*Solicitor, Justice of the Peace or other person authorised to take a statutory declaration*



## Checklist - please tick

Please ensure that you have included the following with your application (where applicable):

- Housie renewal fee of \$722.71 (GST incl.)
- A Personal Information Form for each person listed in Section B who has not previously completed a Personal Information Form or whose details have changed
- An itemised list of other costs for the financial viability statement, excluding costs of prizes, (if required)
- A bank-generated deposit slip pre-printed with bank account name and number

You may be required to provide further information to assist the Department in assessing your application.

If your application is incomplete or missing supporting documentation, it will be returned to you. This will delay processing. Please also check the accuracy of the application as inaccuracies will cause significant delays.



Please go to page 10 and complete your return address details on the Receipt of application slip

## Return Address

Please return your completed application form to: **Licensing Unit  
Gambling Compliance Group  
Department of Internal Affairs  
PO Box 10-095  
Wellington 6143**

### Receipt of application

The Department of Internal Affairs Gambling Licensing Unit received your application on

It will be processed as soon as possible.

**Please complete your return address details.** *(Please include your postcode)*

*Date Stamp*

Attention \_\_\_\_\_

Society \_\_\_\_\_

Postal Address \_\_\_\_\_

Suburb \_\_\_\_\_

Town/City \_\_\_\_\_

**This receipt does NOT indicate approval of the application**