

# Application for New Class 4 Venue Licence

Gambling Act 2003

GC3

Office use

Application Number

Responsible Officer

Licence Number

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.

**All operators wishing to operate gaming machines MUST obtain both a Class 4 Venue Licence and a Class 4 Operator's Licence.**

Please complete this form, **enclose your licence fee of \$763 (Category A) or \$1,017 (Category B) (GST incl.)** 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.** You will be invoiced for Gaming Machine Fees once your application has been determined. If this application is incomplete it will be returned to you without being processed.

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

**PLEASE PRINT CLEARLY.**

## A. Society Details

The contact person is the person who will answer any questions we might have during the application process. Please ensure that this person can be contacted at the phone numbers provided during working hours. It is assumed that the contact person for clubs will be the person responsible for the day-to-day operation of the gaming machines.

### CATEGORY A

A club that intends to operate gambling equipment at a non-commercial class 4 venue that the club owns or leases and is mainly for the use of club members; or the NZ Racing Board; or a racing club.

### CATEGORY B

An application that does not fall within the definition of "Category A".

## A. Society Details

Name of society \_\_\_\_\_

Corporation number *as on your certificate of incorporation* \_\_\_\_\_

Current **operator's** licence number *if applicable* NZGM \_\_\_\_\_

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. Venue Details

Venue name \_\_\_\_\_

*(If changing please write new name and highlight)*

**Please confirm the actual physical address of the venue. (For example ■ Shop 10, 125 Main Street, Wellington ■ Unit 1, 18-20 Queen Street, Auckland ■ Level 1, 77 High Street Christchurch).**

Physical address \_\_\_\_\_

Suburb \_\_\_\_\_

Town/city \_\_\_\_\_

Postal address \_\_\_\_\_

*if different from above*

Suburb \_\_\_\_\_

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

Primary activity of the business *please tick (one only)*

Commercial: Hotel

Commercial: Tavern

Commercial: Restaurant

Commercial: Pool Hall

Commercial: Ten Pin Bowling

Commercial: Other

Non-Commercial

Venue operator

Where a company is the holder of the on-licence the company name must be shown here (NOT the name of any individual director/shareholder)

Contact person's last name

All first names

Role

(If the Venue Operator is a company, the contact person must be a director)

Postal Address  
(Cannot be PO Box Number)

Venue manager last name

All first names

Territorial authority in which the venue is located

Does the venue hold a Liquor Licence?

Yes  No



If Yes, please attach a copy of the Liquor Licence to this application.

Do you want the gambling area defined within the venue?

Yes  No



If Yes, please clearly indicate the proposed gambling area on the floor plan and attach a copy to this application.



Please attach a 'to scale' A4 sized floor plan showing the walls, doors, access etc. as well as the exact location of the gaming machines. The plan must state that it is a true and accurate copy and it must be signed by both the venue operator (or their authorised representative, e.g. director) and a trustee/officer of the corporate society. Both signatories must also print their names and designations.

Where the class 4 venue is established on or after 1 July 2004, is there another class 4 venue or a casino at the same place?

Yes  No

If yes, please give details



**NOTE - NO VENUE PAYMENTS CAN BE MADE BY A SOCIETY UNTIL A VENUE LICENCE HAS BEEN ISSUED BY THE DEPARTMENT**

**C. Key Persons**

The Department may carry out checks on key persons in relation to a venue to ascertain whether they are suitable to operate gaming machines. Key persons can include organisations and individuals.

The Department requires information on all persons with a significant role in relation to the venue operator so that it can determine whether they are key persons.

**To apply for a new Class 4 Venue Licence the following key persons MUST complete and attach a Personal Information form to this application:**

- a venue manager
- a venue operator
- a person who is a director, shareholder, chief executive or senior manager of a venue operator
- anyone who has a significant interest in the management, ownership or operation of a venue operator.




Significant interest may include but is not limited to:

- financial or ownership interest in the venue (e.g. a shareholding)
- undertaking responsibilities or duties that would normally be undertaken by the venue manager
- the power to make decisions that would normally be undertaken by the venue manager.

### C. Key Persons

Please provide a list of the venue manager, the venue operator and all other persons who may have a significant interest in relation to the venue, e.g. shareholders and directors. Please do not list any venue personnel or people contracted to service gambling equipment unless they have a significant interest in relation to the venue. If a person has more than one role at the venue, please list them all. If the key person is an organisation, please state the organisation's name plus the names of any individuals holding key positions in the organisation.

|                               |                 |
|-------------------------------|-----------------|
| Last name                     | All first names |
| <hr/>                         |                 |
| Role in relation to the venue |                 |
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| Last name                     | All first names |
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| Role in relation to the venue |                 |
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| Last name                     | All first names |
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| Role in relation to the venue |                 |
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Please attach Personal Information forms for all listed key persons.
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Other people who are considered by the Department to be key persons **may be required** to complete a Personal Information form (GC5).

**D. Territorial Authority Consent**

Territorial Authority consent is required when a corporate society proposes to:

- Increase the number of gaming machines that may be operated at any venue; or
- Start operating gaming machines at a venue for which a licence was not held on 17 October 2001; or
- Start operating gaming machines at a venue for which a class 4 venue licence has not been held by any society for the venue within the last 6 months; or
- In the case of a club, when applying for ministerial discretion to increase the number of gaming machines over the statutory limit, whether or not in relation to a proposed merger.

**D. Territorial Authority Consent**

Does the venue require a territorial consent?

Yes  No



If Yes, please attach a copy of the territorial authority consent.

**E. Ministerial Approval**

Ministerial approval is required when this application has been preceded by an application to the Minister under Section 95 or 96.

**E. Ministerial Approval**

Does the application require a Ministerial approval?

Yes  No



If Yes, please attach the Minister's approval letter.

**F. Venue Agreement**

A venue agreement between the proposed venue licence holder (applicant corporate society) and the venue operator will be required before a Class 4 Venue Licence can be granted. A venue agreement is not required where the applicant is:

- A club, operating gambling equipment at a non-commercial class 4 venue:
  - That it owns or leases; and
  - Is mainly for the use of club members; or
- The New Zealand Racing Board (NZRB) or a Racing Club (refer section 65(4) and section 67(1)(n) and (o)).

Where the applicant is the NZRB or a racing club a class 4 venue agreement is not required. However, the Department must be satisfied that the class 4 venue is:

- Owned or leased by the NZRB and used mainly for racing betting or sports betting; or
- A race course; and
- If the applicant is a racing club, the class 4 venue is a race course.

Please note: The Secretary is required to approve the form and content of the venue agreement. The Gambling Act 2003 requires ALL Venue Agreements to contain:

- A schedule signed by both the venue manager and the venue operator setting out the venue manager's:
  - Full name; and
  - Date of birth; and
  - Gambling-related duties and responsibilities; and
- An itemised list of costs associated with the operation of class 4 gambling at the venue with supporting documentation.
- The expiry date of the venue agreement. This must be no later than 3 years after the date of the venue agreement; and
- Relevant signatories. Venue agreements must be signed by the holder of or applicant for the Class 4 Venue Licence and the venue operator (or authorised representative, e.g. director). Please ensure that all persons who sign the agreement print their names and their designations. All venue agreements must also be dated.

## F. Venue Agreement

Is a venue agreement required?

Yes  No



Please attach a signed copy of the venue agreement.

### Notes

If previously licensed under a different society, the previous itemised list of costs associated with that operation of the venue is required. This information will be available from the previous society or venue operator.

If the costs associated with the previous operation have changed, a written explanation as to why this has occurred and any justification for any increase is required.

## G. Minimise Risks of Problem Gambling and Underage Gambling

A corporate society must have a policy for how it will minimise the risks of problem gambling and underage gambling at this **specific** venue. This may include a copy of your society's generic harm minimisation policy **accompanied** by specific details on how it will be implemented at this particular venue.

## G. Minimise Risks of Problem Gambling and Underage Gambling



Please attach a copy of your corporate society's harm minimisation policy/statement for this venue.

## H. Switching Corporate Societies

If the application relates to a venue that is currently licensed to operate gaming machines by a different corporate society (i.e. the venue is switching corporate societies), the application must be accompanied by a notice from the other corporate society that it is unconditionally surrendering its venue licence.

## H. Switching Corporate Societies



Please attach the notice of unconditional surrender from the outgoing corporate society.

## I. Gambling Equipment Ownership

Corporate societies must own all gambling equipment that they want to operate. Evidence is required that the corporate society owns or will own the equipment (except EMS) that it proposes to operate AND evidence that such equipment is not/ will not be financed by a manufacturer, distributor or vendor.

## I. Gambling Equipment Ownership

Please provide the following details:

### Source of purchase finance

Will the society be borrowing money to purchase the gambling equipment?

Yes  No



For outright purchase: Receipts or an 'evidence of ownership' letter from the gambling equipment distributor or supplier relating to the purchase of gaming machine equipment must be submitted with your application. These should clearly state the serial numbers and other details of the equipment purchased as well as the cost. Please note that invoices are not acceptable unless they have been correctly receipted.



For a financed purchase: If you raised finance to purchase machines you must provide a copy of the financial agreements detailing the amount, finance rate, interval and term of finance. The Department will determine the suitability of these arrangements. You must also provide an 'evidence of ownership' letter as detailed under 'outright purchase' above.



## 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 New Class 4 Venue Licence 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:

- All the details entered in, or provided with, this New Class 4 Venue Licence 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.

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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

 If you are applying for a new Class 4 Venue Licence please ensure that you have included the following with your application form (where applicable):

- Application fee: Category A: \$763, Category B: \$1,017 (GST incl.)
- All Personal Information forms that are required
- A floor plan that meets requirements
- Liquor Licence
- Venue agreement
- Territorial authority consent
- Financial agreement(s) for gambling equipment
- Evidence of ownership for all gambling equipment
- Harm minimisation policy/statement for this venue
- Unconditional venue release from outgoing society
- Minister's letter of approval for application under Section 95 or 96
- Equipment to be operated at the venue (Section J)

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 without being processed. Please also check the accuracy of the application and supporting documentation as inaccuracies/inconsistencies will cause significant delays.



**Please go to page 9 and complete your return address details on the Receipt of application slip.**

### Return Address

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

To find out more about gaming machine licensing, visit our website [www.dia.govt.nz](http://www.dia.govt.nz) or call us toll free on 0800 257 887.

#### Receipt of application

The Department of Internal Affairs Gambling Licensing Unit received your application for a new venue licence 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 of application does NOT indicate approval of the application.**

**NOTE - NO VENUE PAYMENTS CAN BE MADE BY A SOCIETY UNTIL  
A VENUE LICENCE HAS BEEN ISSUED BY THE DEPARTMENT**