

C. Notification of Relevant Offences, Receivership, Liquidation and Bankruptcy of a Key Person

You must notify the Department if a key person in relation to a venue is convicted of a relevant offence, placed in receivership, goes into liquidation, is adjudged bankrupt or breaches a Rule of Racing made under section 29 of the Racing Act 2003.

A relevant offence is defined in section 4 of the Gambling Act as:

- A crime involving dishonesty – this includes crimes in section 10 of the Crimes Act
- A crime considered by the Secretary or the Gambling Commission, as the case may be, to be relevant and serious
- An offence against this Act, the previous gaming Acts, the Racing Act 2003, or the Racing Act 1971
- An offence against a regulation made under the previous gaming Acts, the Racing Act 2003, or the Racing Act 1971.

C. Notification of Relevant Offences, Receivership, Liquidation and Bankruptcy of a Key Person

Last name _____ All first names _____

Role in relation to the venue _____

Details _____

Last name _____ All first names _____

Role in relation to the venue _____

Details _____

continue on a separate sheet if necessary

D. Change of Venue Manager Notification

You must notify us if the venue manager ceases to be the venue manager or is incapable of performing the duties of his or her position. In this case the Department also needs a signed copy of the new schedule to the venue agreement showing the name, contact details and duties of the new venue manager. If the new manager has not completed a Personal Information Form or if any personal details have changed, a new Personal Information Form must be submitted with this application.

D. Change of Venue Manager Notification

Previous Venue Manager
last name _____

All first names _____

New Venue Manager
last name _____

All first names _____



Please attach a signed copy of the new schedule to the venue agreement providing the name, contact details and duties of the new venue manager and a Personal Information Form.

E. Change of Venue Operator Notification

You must notify us if there is a change in the venue operator. In this case the Department also needs a signed copy of the new venue agreement, a certified floor plan and completed Personal Information forms for all key persons in relation to the new venue operator. If you wish to define the gambling area or redefine the gambling area, you must apply on form GC4A. Where applicable you may also wish to send us your on-licence.

E. Change of Venue Operator Notification

Previous
venue operator

New
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)

Venue Operator Contact Details

Contact person's
last name
Role

All first names

Postal Address
(Cannot be PO Box Number)



Please attach a signed copy of the new venue agreement, the lease agreement (including any lease assignments) and the sale and purchase agreement for the business, on-licence, certified floor plan and completed Personal Information forms for all key persons in relation to the new venue operator.

Notes

Please include with the current venue payments schedule all source documentation and working papers showing all calculations.

The previous itemised list of costs associated with that operation of the venue is required. This information will be available from the previous 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.

F. Notification of Changes in Circumstance or Details of other Key Persons

If any other previously submitted information has changed, please provide details. Please include details of anyone ceasing to be a key person. If the key person is an organisation, please state the organisation's name.

Last name

All first names

Role in relation to the venue

Details of change

Last name

All first names

Role in relation to the venue

Details of change

Last name

All first names

Role in relation to the venue

Details of change

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 4 Venue Licence Notifications 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 Class 4 Venue Licence Notifications 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



Checklist - please tick

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

- Your Application fee
- All Personal Information forms that are required
- New schedule to the venue agreement giving details of a new venue manager
- Venue agreement (signed copy)
- Liquor licence
- A floor plan that meets requirements
- Sale and lease agreement

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.

Return Address

Please return your completed application form to: **Licensing Unit
Gambling Compliance Group
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 or call us toll free on 0800 257 887.

Receipt of application

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

It will be processed as soon as possible.

Please complete your return address details. *(please include your post code)*

Attention _____
Society _____
Postal Address _____
Suburb _____
Town/City _____

Date Stamp

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