

Class 4 Venue Licence - Amendments and Non-Key Person Notifications

Gambling Act 2003
GC4A

DATE STAMP	Office use
	Application Number
	Responsible Officer
	Licence Number
	Venue 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.

Please complete this form, **enclose your fee of \$259.64 (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.**

Please complete and submit sections A and B and only those sections of this form that relate to your proposed Amendments/Notifications. If this application is incomplete it will be returned to you without being processed.

Please also ensure that you complete and return the Certification on page 8 of this form.
PLEASE PRINT CLEARLY.

A. Amendments and Notifications

Please tick the circumstances to which this **amendment** relates and provide details in the spaces provided on pages 2 to 7.

You **MUST** apply for an AMENDMENT to your Class 4 Venue Licence when your corporate society proposes to:

- change any gambling equipment at the venue
- increase the number of gaming machines that it may operate at the venue
- change any condition of the licence or any procedure that is a condition of the licence.

Please tick the circumstances to which this **notification** relates and provide details in the spaces provided on pages 8 to 10.

You **MUST NOTIFY** the Department and provide details before, or as soon as practicable after, one of the following things occur:

- the nature of the class 4 venue changes
- the corporate society has not conducted class 4 gambling at the venue for a period of four or more weeks.

Note: If your application relates to Key Person Notifications, you should complete form GC4.

B. Society and Venue Details

Name of society _____

Corporation number *as on your certificate of incorporation* _____

Current operator's licence number 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

Venue name _____

Venue licence number GMV _____

(If changing please write new name and highlight. If disposing of machines please write "storage" here)

(can be found at the top left corner of your venue licence)

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

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).

Venue physical address _____

Suburb _____

Town/city _____

Venue postal address _____

Suburb _____

Town/city _____

F. Increase in Number of Machines that May be Operated at the Venue

Increase from _____ to _____ machines.



Applications to increase number of machines that may be operated at a venue must be accompanied by territorial authority consent. Please attach territorial authority consent to your application.



Applications to increase number of machines subject to the Minister's approval under Section 96 must be accompanied by the Minister's written approval.



If your societies are merging under Section 95, you must use the "New Venue Licence" Application form.

G. 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.

G. 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.

H. Definition of the Gambling Area Within the Venue

Do you want to define/change the existing definition of the gambling area within the venue?

Yes

No



If Yes, please clearly indicate the proposed gambling area on an attached '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.

L. Change in the Nature of a Class 4 Venue

Please notify the Department if the primary activity of the venue changes (e.g. from a tavern to a restaurant).

Previous primary activity of the business
please tick (one only)

- | | | |
|--|--|---|
| <input type="checkbox"/> Commercial: Hotel | <input type="checkbox"/> Commercial: Tavern | <input type="checkbox"/> Commercial: Restaurant |
| <input type="checkbox"/> Commercial: Pool Hall | <input type="checkbox"/> Commercial: Ten Pin Bowling | <input type="checkbox"/> Commercial: Other |
| | | <input type="checkbox"/> Non-Commercial |

New primary activity of the business
please tick (one only)

- | | | |
|--|--|---|
| <input type="checkbox"/> Commercial: Hotel | <input type="checkbox"/> Commercial: Tavern | <input type="checkbox"/> Commercial: Restaurant |
| <input type="checkbox"/> Commercial: Pool Hall | <input type="checkbox"/> Commercial: Ten Pin Bowling | <input type="checkbox"/> Commercial: Other |
| | | <input type="checkbox"/> Non-Commercial |

CERTIFICATION BY TWO TRUSTEES OR OFFICERS OF THE CORPORATE SOCIETY

I certify that all the details entered in this application are true and correct.

Trustee or officer last name _____ All first names _____

Position in society _____

Signature _____ Date / /

I certify that all the details entered in this application are true and correct.

Trustee or officer last name _____ All first names _____

Position in society _____

Signature _____ Date / /



Checklist - please tick

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

- Your application fee
- Evidence of ownership for all gambling equipment
- Financial agreement(s) for gambling equipment
- Territorial authority consent
- Minister's approval letter for applications under Section 96
- A floor plan that meets requirements

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.

