



APPLICATION FOR A PERMIT TO OPERATE A VIDEO LOTTERY TERMINAL
GAMING AND WAGERING COMMISSION ACT 1987
Section 88

In completing this form the organisation specified below is applying to operate a Video Lottery Terminal and nominates the person below as permit holder. The permit holder must be 18 years or over **and a member of the Organisation.**

Please print neatly in **BLOCK LETTERS** with a *black* ball point pen only

Full Name of Organisation _____
Address _____
Postal Address _____ P/Code _____
Email Address _____ Phone No _____

Permit Holder (Title & Full Name _____ DOB ____/____/____ (The permit holder must be 18 years or over and a member of the organisation)
Address _____
Tel: Daytime _____ After hours _____ Mobile _____
Email Address _____
Permit will be posted or emailed to the Organisation

Funds from the Video Lottery Terminal will be used for:- _____ _____ (General funds or general administration costs not acceptable - specific use must be stated)
Is your organisation registered with Charitable Collections? Yes <input type="checkbox"/> No <input type="checkbox"/>

The Video Lottery Terminal will be Operated at:
Full Name of Premises _____
Address _____ P/Code _____
Are the Premises licensed under the Liquor Act Yes <input type="checkbox"/> No <input type="checkbox"/>
Liquor Licence Number _____
Location of VLT at the above premises (<i>example Saloon Bar</i>) _____
Sale to commence on _____ until _____ (NOT EXCEEDING 12 MONTHS)

PERMIT HOLDER'S DECLARATION (Title and Full Name)

I _____ nominated as permit holder for the conduct of Video Lottery Terminals on behalf of the above organisation, declare that I am a member of the above organisation and I have read and agree to abide by the terms and conditions associated with the permit.

Signature _____ Date _____

Video Lottery Terminal will be supplied by:

Full Name of Organisation _____

Address _____ P/Code _____

Serial Number of VLT _____ VLT Registration Plate No: _____

VLT Game Software Description _____ Version No. _____

VLT Ticket Cost _____

This Application on behalf of _____
(Full Name of Organisation)

is being conducted with my knowledge and approval

Signature of Office Bearer (not permit holder) _____

Position Held _____

Dated this _____ Day of _____ 20 _____

Where the Video Lottery Terminal is to be operated on licensed premises (other than licensed clubs), the following should be completed by the Licensee/Approved Manager.

The _____ has my approval to operate a VLT at _____

Hotel's Phone No _____ Licensee Name/Approved Manager _____

Signature of Licensee/Approved Manager _____

APPLICATION FEES

Application fees are prescribed in Schedule 1 to the *Gaming and Wagering Commission Regulations 1988*. Please refer to Schedule 1 for a list of all application fees and other charges.

A cheque to be made payable to the "**Gaming and Wagering Commission**" must be lodged at least **14 days prior to the commencement date** (Cash should not be sent through the mail).

PAYMENT DETAILS - An invoice with detailed payment options will be provided once the application has been received.

HOTEL/TAVERN BASED CLUBS ONLY
INFORMATION IN SUPPORT OF APPLICATION
GAMING AND WAGERING COMMISSION ACT 1987

Please print neatly in **BLOCK LETTERS** with a *black* ball point pen only

Name of Organisation _____
When Organisation Formed _____
Objects of Organisation _____

President or Chairman		
Name _____		
Address _____		
Occupation _____		
Tel: Daytime _____	After hours _____	Mobile _____

Secretary		
Name _____		
Address _____		
Occupation _____		
Tel: Daytime _____	After hours _____	Mobile _____

Treasurer		
Name _____		
Address _____		
Occupation _____		
Tel: Daytime _____	After hours _____	Mobile _____

NAMES AND ADDRESS OF OTHER MEMBERS OF THE MANAGEMENT COMMITTEE SHOULD BE DETAILED ON THE NEXT PART OF THIS FORM IN THE SPACE PROVIDED.

Name of Bank _____

Address of Bank _____

Types of Account _____

Names of persons authorised to operate account (at least two signatures)

Signature _____ Signature _____

Name and Qualification of Auditor

Name _____

Address _____

Qualifications _____

The following documents are submitted:

- (a) A certified copy of the constitution or rules governing the affairs of the organisation.
- (b) An audited copy of the last income and expenditure account and balance sheet.
- (c) Copy of Certificate of Incorporation.
- (d) Date of Annual General Meeting,

(Signature and office of person making the application)

Names and Addresses of the Management Committee

Licensee Employees/Directors

Please list all committee members that are employed by the licensee or involved in the licensee company



**PERMIT DETAIL CHANGE/TERMINATION FOR VIDEO LOTTERY
TERMINAL**

GAMING AND WAGERING COMMISSION ACT 1987

Please print neatly in **BLOCK LETTERS** with a *black* ball point pen only

Permit Organisation Name _____

VLT Permit Number _____ Date Change to be effected _____

Supplier Name _____ Supplier Cert No _____

PERMIT CHANGE DETAILS

Current VLT Plate Registration Number _____

Game change from _____ to _____

New Game Version No. _____ New Denomination _____ (\$/c)

New VLT Plate Registration Numbers (If applicable) _____

New VLT Serial Numbers (If applicable) _____

VLT location change (within Premises) _____

OR

TERMINATION OF PERMIT

VLT Plate Registration Number _____

Premises _____

Address _____

IF A TERMINATION THIS BOX MUST BE COMPLETED BY THE SUPPLIER

Date permit holder/organisation informed of termination _____

Name and Position of person informed _____

Method of notification email / telephone / other (specify) _____

Supplier Signature _____

Tel: Day _____ Mobile _____



TRANSFER OF OWNERSHIP OF VIDEO LOTTERY TERMINAL
GAMING AND WAGERING COMMISSION ACT 1987

VLT Plate Registration Number _____
Serial Number of VLT _____
VLT Permit Number _____
Date of Transfer _____

Please print neatly in **BLOCK LETTERS** with a *black* ball point pen only

CURRENT OWNER DETAILS

Supplier Certificate Number _____
Supplier/Owner Operator Name _____
Full Address _____

P/Code _____
Phone Numbers (Home) _____ (Work) _____

NOTE: THE CURRENT OWNER MUST LODGE THE FINANCIAL RETURN UP TO THE DATE OWNERSHIP CHANGES.

NEW OWNER DETAILS

Supplier Certificate Number _____
Supplier/Owner Operator Name _____
Full Address _____

P/Code _____
Phone Numbers (Home) _____ (Work) _____

NOTE: THE NEW OWNER IS OBLIGATED TO COMPLETE THE FINANCIAL RETURN FOR THE REMAINDER OF THE QUARTER EFFECTIVE FROM THE DATE OF TAKING OWNERSHIP.



GENERAL CONDITIONS ATTACHED TO A VIDEO LOTTERY TERMINAL PERMIT

GAMING AND WAGERING COMMISSION ACT 1987
(Regulation 18AA)

- 1 The organisation to which the permit is issued must receive **at least 10 per cent of the gross proceeds** of the Video Lottery Terminal.
- 2 A copy of the permit shall be retained on the premises where the Video Lottery Terminal is located.
- 3 The permit holder shall ensure that:
 - (a) no person under the age of 18 years is allowed to play the Video Lottery Terminal;
 - (b) no person opens the Video Lottery Terminal unless that person is-
 - (i) the person having the management or control of the premises in which the Video Lottery Terminal is located and only for:
 - (a) emptying the cash box
 - (b) changing the audit roll
 - (c) changing the ticket roll;
 - (ii) the supplier of the Video Lottery Terminal, or a technician for repair or maintenance; or
 - (iii) an authorised officer of the Gaming and Wagering Commission;
 - (c) an approved log book is retained inside the Video Lottery Terminal in which details are recorded of-
 - (i) the reason the door was opened
 - (ii) exchange of seal numbers
 - (iii) the date and time the terminal was removed from, and returned to, service;
 - (d) no advertising of the Video Lottery Terminal is permitted other than on the premises in which the Video Lottery Terminal is located;
 - (e) the Video Lottery Terminal is not operated without the Gaming and Wagering Commission registration plate affixed to the Terminal;
 - (f) the Gaming and Wagering Commission is notified, in writing, if the registration plate is removed or defaced
 - (g) all accounting records in relation to the Video Lottery Terminal are retained for 3 years.
 - (h) the supplier or owner/operator of the Video Lottery Terminal, as the case may be, must lodge a financial return in the approved manner to the Gaming and Wagering Commission together with the required levy, being 3.25 per cent of the gross proceeds of the Video Lottery Terminal, within 15 days after the end of each month;

- (i) no person other than a person approved by the Gaming and Wagering Commission
 - (i) breaks the Gaming and Wagering Commission seal;
 - (ii) removes, replaces or in any way affects or interferes with the operation of the Terminal cabinet or anything within the Terminal cabinet;
 - (iii) removes or interferes with any secure device associated with the Terminal;
 - (iv) interferes with any information stored by the Terminal;
 - (v) removes alters or interferes with the Gaming and Wagering Commission registration plate affixed to the Terminal.
- (j) The permit holder shall furnish the Gaming and Wagering Commission with all such information (including copies of documents) relating to the subject of the permit including but not limited to information relating to the disbursement of moneys (particularly the purpose or purposes to which they were applied) constituting the gross receipts from the gaming or lottery the subject of the permit as the Gaming and Wagering Commission may from time to time require.

In these conditions:

"supplier" means a person approved by the Gaming and Wagering Commission to sell or supply Video Lottery Terminals .

"technician" means a person approved by the Gaming and Wagering Commission to service and maintain Video Lottery Terminals.

"owner/operator" means a person approved by the Gaming and Wagering Commission to own and operate a Video Lottery Terminal.

DIRECTOR LICENSING & INDUSTRY SERVICES
Department of **Local Government, Sport and Cultural Industries**