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| Personal particulars | |
| **URL: https://staging.dlgsc.wa.gov.au/racing-gaming-and-liquor/racing-gaming-and-wagering/racing-applications/personal-particulars** | **Main improvements:**   * **Plain English** |
| **Current content** Personal particularsThe personal particular form assesses the character, honesty and integrity of any person who is to be associated with a bookmakers’ licence.The detail contained in a personal particulars form provides the Gaming and Wagering Commission of Western Australia with the necessary information to adequately assess the character, honesty and integrity of any person who is to be associated with a bookmakers’ licence.When a personal particulars form is requiredA personal particulars form is required to be completed on each of the following occasions:On the lodgement of an application for:a bookmaker’s licence; and a bookmaker’s manager licence;Whenever a person or a body corporate proposes to become a member of a partnership that holds a bookmaker’s licence; andWhenever a person of a body corporate proposes to hold a position of authority\* in a body corporate that holds a bookmaker’s licence.\*Note: Section 4(3) of the Betting Control Act 1954 defines a person in a position of authority in a body corporate as a:director of the body corporate;person who exercises or exerts, or is in a position to exercise or exert, control or substantial influence over the body corporate in the conduct of its affairs;person in the case of a public company who has a controlling interest in the company; orperson in the case of a proprietary company, is a shareholder in the company.Who is required to complete the formNatural personThe applicant.PartnershipEach member of the partnership.A person (if not a member of the partnership) proposed to be employed as the licensed manager for the conduct of the business of the licensed bookmaker.Any other person the Gaming and Wagering Commission considers necessary.Body corporateAll directors, office bearers and any other person in a position of authority within a body corporate.A person (if not a person who holds a position of authority in a body corporate) proposed to be employed as the licensed manager for the conduct of the business of the licensed bookmaker.Any other person the Gaming and Wagering Commission considers necessary.If a member of a partnership, or a shareholder of a body corporate is a body corporate, those listed under body corporate will also be required to complete a personal particulars form.InstructionsAny person completing a Personal Particulars form must be 18 years of age or over. A current Police Clearance Certificate (not more than three months old) must accompany the Personal Particulars Form.Personal identification (identifying your signature) must be sighted when your application is lodged. If lodging by post, please include a photocopy of your drivers’ licence or other identification incorporating your signature.In order for the form to be considered by the Gaming and Wagering Commission the Authority/Declaration on the last page must be signed and dated by the person seeking approval.Instances where documents are attached providing additional information, each page of each attachment is to be signed and dated by the person seeking approval.Please tick (✓) the appropriate response for all Yes/No questions.Section 6 – Statement of Assets and LiabilitiesThe information provided at section 6 is to be attested by an accountant acceptable to the commission. That is, a member of Chartered Accountants Australia and New Zealand.If you are an applicant for a bookmaker’s manager licence you are not required to complete Section 6.Every question must be answered unless it is not applicable – if a question is not applicable please indicate with 'N/A'.Any omission or the provision of false or misleading information may contribute to the Commission’s assessment of the applicant’s honesty, integrity and character.This form must accompany an application for one of the following categories: a bookmaker’s licence;a manager’s licence; orapproval of a person in a position of authority in a body corporate, or membership of a partnership.Personal particular forms (including required application forms and associated fees) can be lodged by post or in person to the following addresses:Download[Personal particulars (docx) 173 KB](https://staging.dlgsc.wa.gov.au/docs/default-source/racing-gaming-and-liquor/racing/forms/personal-particulars5b37ca92662e439c99646e1cb892dbbe.docx?sfvrsn=6a1b4307_10)Submitting your applicationEnsure all required documentation is attached to your application.In personDepartment of Local Government, Sport and Cultural IndustriesLevel 2, Gordon Stephenson House, 140 William Street Perth WA 6000By emailEnsure all documentation is attached to your email.[rgl@dlgsc.wa.gov.au](mailto:rgl@dlgsc.wa.gov.au)By postDepartment of Local Government, Sport and Cultural IndustriesPO Box 8349 Perth Business Centre WA 6849Please note that failure to comply with any of the instructions set out above, may result in a delay in a determination by the Gaming and Wagering Commission. | **Proposed changes** Personal particularsAssessing the character, honesty and integrity of any person for consideration of a bookmaker’s licence.The information in a personal particulars form provides the Gaming and Wagering Commission of Western Australia with information to assess the character, honesty and integrity of any person applying for for a bookmaker’s licence.When a personal particulars form is requiredA form is required:on the lodgement of an application for:a bookmaker’s licence  a bookmaker’s manager licencewhenever a person or a body corporate proposes to become a member of a partnership that holds a bookmaker’s licencewhenever a person of a body corporate proposes to hold a position of authority\* in a body corporate that holds a bookmaker’s licence.\*Note: section 4(3) of the *Betting Control Act 1954* defines a person in a position of authority in a body corporate as a:director of the body corporate;person who exercises or exerts, or is in a position to exercise or exert, control or substantial influence over the body corporate in the conduct of its affairs;person in the case of a public company who has a controlling interest in the company; orperson in the case of a proprietary company, is a shareholder in the company.Who is required to complete the formNatural personThe applicant.PartnershipEach member of the partnership.A person (if not a member of the partnership) proposed to be employed as the licensed manager for the conduct of the business of the licensed bookmaker.Any other person the Gaming and Wagering Commission considers necessary.Body corporateAll directors, office bearers and any other person in a position of authority within a body corporate.A person (if not a person who holds a position of authority in a body corporate) proposed to be employed as the licensed manager for the conduct of the business of the licensed bookmaker.Any other person the Gaming and Wagering Commission considers necessary.If a member of a partnership, or a shareholder of a body corporate is a body corporate, those listed under body corporate will also be required to complete a personal particulars form.InstructionsAny person completing a personal particulars form must be 18 years of age or over.A current National Police Certificate(not more than 3 months old) must accompany the form.Personal identification (identifying your signature) must be sighted when your application is lodged. If lodging by post, please include a photocopy of your driver’s licence or other identification with your signature.For the form to be considered by the Gaming and Wagering Commission the authority/declaration on the last page must be signed and dated by the person seeking approval.For instances where documents are attached providing additional information, each page of each attachment is to be signed and dated by the person seeking approval.Please tick (✓) the appropriate response for all yes/no questions.Section 6 – Statement of assets and liabilitiesThe information provided at section 6 is to be attested by an accountant acceptable to the Gaming and Wagering Commission. That is, a member of [Chartered Accountants Australia and New Zealand](https://www.charteredaccountantsanz.com/).If you are an applicant for a bookmaker’s manager licence you are not required to complete section 6.Every question must be answered unless it is not applicable – if a question is not applicable please indicate with 'N/A'.Any omission or the provision of false or misleading information may contribute to the Gaming and Wagering Commission’s assessment of the applicant’s honesty, integrity and character.This form must accompany an application for one of the following categories:a bookmaker’s licencea manager’s licenceapproval of a person in a position of authority in a body corporate, or membership of a partnership.Personal particular forms (including required application forms and associated fees) can be lodged by post or in person to the following addresses:Download[Personal particulars form (docx) 173 KB](https://staging.dlgsc.wa.gov.au/docs/default-source/racing-gaming-and-liquor/racing/forms/personal-particulars5b37ca92662e439c99646e1cb892dbbe.docx?sfvrsn=6a1b4307_10" \t "_blank)Submitting your applicationEnsure all required documentation is attached to your application.In personDepartment of Local Government, Sport and Cultural IndustriesLevel 2, Gordon Stephenson House, 140 William Street Perth WA 6000By emailEnsure all documentation is attached to your email.[rgl@dlgsc.wa.gov.au](mailto:rgl@dlgsc.wa.gov.au)By postDepartment of Local Government, Sport and Cultural IndustriesPO Box 8349 Perth Business Centre WA 6849Please note that failure to comply with any of the instructions set out above, may result in a delay in a determination by the Gaming and Wagering Commission. **Related information**   * **Bookmaker's licence** * **Bookmaker's manager licence** * **Bookmaker's employee licence** |
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