

Gaming Machine Act 1991 (S.76)

**APPLICATION FOR RENEWAL OF
GAMING MACHINE LICENCE**

**CATEGORY 1 (HOTEL)
or
CATEGORY 2 (CLUB)**

by a

BODY CORPORATE

PRIVACY STATEMENT

The Queensland Office of Gaming Regulation is collecting the information on this form to assess the suitability of the applicant to renew their Gaming Machine Licence as required by Section 76 of the *Gaming Machine Act 1991*.

The Queensland Office of Gaming Regulation may give some or all of this information to relevant government agencies listed in Schedule 1 of the *Gaming Machine Act 1991*.

DEFINITION:

Body Corporate means –

- (a) a corporation as defined in the Corporations Act; or
- (b) an incorporated association as defined in the *Associations Incorporation Act 1981*; or
- (c) any other body incorporated under any other Act or law.

IMPORTANT NOTICES:

Failure to lodge or properly complete this application before the gaming machine licence expires will result in the cessation of all gaming operations.

Additionally for Hotels, all Operating Authorities will revert to the State with no compensation.

If you have any difficulties in lodging this application before the licence expires you should contact this Office immediately.

DIRECTIONS FOR COMPLETION

1. Application for the renewal of a gaming machine licence may only be made by:
 - The current holder of the gaming machine licence for the licensed premises
2. This application should be completed and returned within 14 days.
3. Once completed, the application, prescribed fee and copies of all the requested documents should be forwarded to:

The Executive Director
Queensland Office of Gaming Regulation
Locked Bag 180
CITY EAST QLD 4002

OR

Delivered to:
Level 4, 33 Charlotte Street
BRISBANE

4. Enquiries can be directed to: (07) 3872 0999.
5. Web Page Address: <http://www.qogr.qld.gov.au>
6. Email: info@qogr.qld.gov.au

CATEGORY 1 - HOTELS

Complete Part A, Declaration, Authority for Release of Information and the Affidavit

1. Before lodging this application please check the following:

- The Declaration (page 7) has been signed and dated
- The Affidavit (pages 8-9) have been signed by the applicant **and** witnessed by a Justice of the Peace or Commissioner of Declarations.

2. This application must be accompanied by all of the following:-

- Prescribed fee. Refer to *Schedule of Current Fees* at www.qogr.qld.gov.au
- Completed Personal Probity (Short) Form (Category 1 Gaming Licensees-Hotels & Taverns) for **each** Director, Secretary or Beneficiary of a Trust or holder of a substantial holding in the body corporate
- Current Gaming Machine Licence (Original document only, not a photocopy)
- Copy of the current Liquor Licence Document
- Copy of Incorporation Certificate (if applicable)
- Completed Form 11B – Notification of All Current Executive Officers/Secretary

CATEGORY 2 - CLUBS

Complete all parts of the application

1. Before lodging this application please check the following:

- The Declaration (page 7) has been signed and dated
- The Affidavit (pages 8-9) have been signed by the applicant **and** witnessed by a Justice of the Peace or Commissioner of Declarations.

2. This application must be accompanied by all of the following:-

- Prescribed fee. Refer to *Schedule of Current Fees* at www.qogr.qld.gov.au
- Completed Personal Probity (Short) Form (Category 2 Gaming Licensees-Clubs) for **each** Director, Secretary, Member of the Management Committee or Board of Directors
- Current Gaming Machine Licence (Original document only, not a photocopy)
- Certified copy of the Club's Constitution
- Copy of the current Liquor Licence Document
- Copy of Incorporation Certificate
- Completed Form 11B – Notification of All Current Executive Officers/Secretary
- Signed Copy of any Lease, Management Agreement or other arrangement (where applicable)

PART A (to be completed by All applicants)

1. **GAMING MACHINE LICENCE NUMBER:** _____
2. **LICENSEE NAME:** _____

3. Trust Name: (if applicable) _____

4. Company/Club Registered Address: _____

5. Company/Club Postal Address: _____

6. Company/Club Telephone Number: _____ Fax Number: _____
7. Email Address: _____
8. Contact Person: _____
9. Contact Person's Telephone Number: _____ Fax Number: _____
10. **PREMISES NAME** _____
11. Premises Address: _____

12. Premises Postal Address: _____

13. Premises Telephone Number: _____ Fax Number: _____
14. Has the Company/Club changed its name since the last application: _____
15. Has the Premises' name changed since the last application: _____
16. State full name and title of the two executive officers completing this application

PART B (To be completed by CLUB applicants only)

1. Provide full details of the ownership or intended ownership of the licensed premises.

2. Please provide the total rental (if applicable) for each of the last three (3) years:-

Year _____ \$ _____

Year _____ \$ _____

Year _____ \$ _____

3. Has any lease agreement, arrangement or management agreement changed since your last application? Yes No
4. If YES provide a fresh copy of the lease, arrangement or management agreement and any attachments highlighting the changes.
5. Has the Club entered into a new management agreement for the Club's business or operations? Yes No
6. If YES provide a copy of the signed agreement.
7. Are any members of the Management Committee or Board of Directors creditors of the Club? Yes No
8. If YES provide details of the financial arrangements and supporting documents.
9. Does the lease or any other agreement or arrangement require or allow for the election or appointment of a person to the Club's Management Committee or Board of Directors? Yes No
10. If YES provide full details.

AUTHORITY FOR RELEASE OF INFORMATION

We, _____ and _____
(Full Name of two authorised officers)

being duly authorised executive officers of _____
(Name of Body Corporate)

hereby authorise any officer of the Queensland Office of Gaming Regulation, State, Federal or Overseas Police authorities or any other authority authorised by the Director to make any investigations or enquiries as deemed necessary, and provide full details of all information held to the Queensland Office of Gaming Regulation.

Executed under the common seal of _____
(Where Required)*

A.C.N. or Incorporation Number: _____

***(Common Seal To Be Placed Over Signatures)**

Signature: _____

Date: _____

Signature: _____

Date: _____

DECLARATION

We declare:

- i. we are the Executive Officers indicated at Question 16 on Page 4;
- ii. that we are duly authorised (by the Body Corporate) to make this application; and
- iii. all statements contained in and all matters under our signatures accompanying this application are true and correct in every detail and fully disclose the information required from the body corporate to complete this application.

Executed under the Common Seal of _____
(if applicable)

A.C.N. or Incorporation Number: _____

Signature of Authorised Executed Officer: _____

Signature of Authorised Executed Officer: _____

Date: _____

AFFIDAVIT
Gaming Machine Act 1991 (S. 92)

I, _____, being
(Full name of person completing affidavit)

- the principal executive officer of the body corporate applying for the Gaming Machine Licence;
- or
- a person authorised by the body corporate applying for the Gaming Machine Licence.

do sincerely promise and swear that –

- * **is a** (Delete that which is not applicable)
- (A) there * **is not any** person (other than, where the applicant or licence holder is a body corporate, the secretary, an executive officer, a member or shareholder of the body corporate carrying out the duties or exercising the normal rights the person has a secretary, executive officer, member or shareholder) who may influence this application, or who will by any lease, agreement or arrangement be able to influence any decision made in relation to the conduct of gaming by the applicant or licensee;

and

- * **is a** (Delete that which is not applicable)
- (B) there * **is not any** person other than the applicant or licensee who by any lease, agreement or arrangement may expect a benefit from the applicant or licensee in relation to the conduct of gaming by the applicant or licensee;

If the answer to (A) or (B) is “**is not any**” proceed to items F and G.

If the answer to (A) or (B) is “**is a**” please complete the following.

- (C) **Where any such person is a individual**, his or her full name, address and date of birth:

- (D) **Where any such person is a body corporate other than a club** – the name of the body corporate and the full name, address and date of birth of the secretary and each executive officer of the body corporate.

AFFIDAVIT
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(E) Where any such person is a club or other voluntary association of persons-

(a) the name of the club or other voluntary association of persons:

(b) the full name, address and date of birth of the secretary and each executive officer of the club or voluntary association of persons:

(c) particulars of any licence under the *Liquor Act 1992* held by the club or voluntary association of persons:

(d) details of the objectives (if any) of the club or voluntary association of persons and whether or not the club is a non-proprietary club or the voluntary association of persons conducts its business in the same manner as a non-proprietary club:

(F) Full and correct particulars of the lease, agreement or arrangement:

(G) State the names of all persons who have a substantial holding in the body corporate under Corporations Act 2001:

SIGNATURE OF DEPONENT:

(Applicant)

Signed and sworn by the said deponent at: _____ ,

This day of _____ , _____ before me.
(day) (month) (year)

Signature of Justice of the Peace:

(Name and Address of Justice of the Peace or Commissioner for Declarations)



Payment Authority Form

This form can be used for the payment of all QOGR fees.

Current fees are located on the QOGR website at:
www.qogr.qld.gov.au/gaming-machines/current-fees-n-tax-rates/index.shtml

The amount of \$ _____ .00 (*GST not applicable*)

In payment of (*fee type*): _____

Cheque / Money Order attached (*payable to Queensland Treasury*)

or charge:

MasterCard Visa

Card Number _____ Expiry Date __ / _____

Cardholder's Name _____

Cardholder's Signature _____ Date __ / __ / _____

Attach this form to the relevant documentation / application and forward to:

Queensland Office of Gaming Regulation
Locked Bag 180
CITY EAST QLD 4002