

Application to increase the approved number of gaming machines granted to a licensee

Office of Liquor and Gaming Regulation (OLGR)

Office use only

Org no: _____

App no: _____

Lic no: _____

Site no: _____

Rec no: _____

Amount: _____

Date: _____

Instructions

Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form please contact the Office of Liquor and Gaming Regulation on 13 13 04.

Privacy statement – please read

The Department of Employment, Economic Development and Innovation is collecting the information on this form to assess your application to increase the approved number of gaming machines granted. This information is authorised by s.81 of the *Gaming Machine Act 1991*. This information will only be accessed by authorised employees within the department.

Some information may be given to the prescribed entities listed in Schedule 1 of the Gaming Machine Regulation 2002. If your application is one of significant community impact under s.55A(1) of the Act, certain details of your application will be published on OLGR's website pursuant to s.55A(2). These details include the name of the applicant, the name and address of the premises, the date on which the application was made, the status of the application and the number of gaming machines requested. Your information will not be disclosed to any other parties unless authorised or required by law.

Warning

Failure to give true and correct information or answers to questions in relation to this application may constitute an offence under s.350 of the *Gaming Machine Act 1991*.

A person found guilty of an offence against s.350 of the *Gaming Machine Act 1991* may be liable to a penalty of 400 penalty units or two years imprisonment and the application will be refused.

Fees:

Refer to schedule of current fees at

www.olgr.qld.gov.au

All invalid applications will be returned for completion

Invalid applications include:

- no application fee
- applications not signed, or incorrectly signed
- applications that do not include all the following requirements.

Lodgement of applications

The completed application form, fee and attachments should be forwarded to:

Executive Director
Office of Liquor and Gaming Regulation
Locked Bag 180
CITY EAST QLD 4002

Please note:

Applicants should be aware that the Queensland Gaming Commission has the legislative ability to require additional information from an applicant, irrespective of whether the application is prescribed as an application of significant community impact, to enable the Commission to make a fully informed decision.

The following documents form part of the application and must accompany the application form at lodgement

Category A

- hotels requesting an increase of less than 10 gaming machines

- clubs requesting an increase of less than 20 gaming machines

- Application is fully completed
- The prescribed fee payable to the department
- Premises plan (see *Guidelines-plans*)
- Provide detailed information supported by documentary evidence to demonstrate that you have the ability, should your application be approved, to meet legislative requirements to install gaming machines within the time periods prescribed in the *Gaming Machine Act 1991*. This includes evidence to support your financial ability to purchase operating authorities/entitlements, acquire gaming machines and complete applicable renovations within the time periods prescribed in the *Gaming Machine Act 1991*.

Category B

(Applications of significant community impact)

- hotels requesting an increase of 10 or more gaming machines

- clubs requesting an increase of 20 or more gaming machines

- Application is fully completed
- The prescribed fee payable to the department
- Premises plan (see *Guidelines-plans*)
- Statement of your responsible gambling initiatives (see *Guidelines - applicants for gaming machine (site) licences and increases*)
- Community impact statement (three copies - see *Guidelines - community impact statement*)
- Provide detailed information supported by documentary evidence to demonstrate that you have the ability, should your application be approved, to meet legislative requirements to install gaming machines within the time periods prescribed in the *Gaming Machine Act 1991*. This includes evidence to support your financial ability to purchase operating authorities/entitlements, acquire gaming machines and complete applicable renovations within the time periods prescribed in the *Gaming Machine Act 1991*.

Section 1 Licence details	Gaming machine licensee: (Please refer to your gaming machine licence document for correct information)			
	Gaming machine licence no:			
Section 2 Licensee contact details	Contact person:			
	Postal address:			
	Suburb/town:		Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	Telephone no:	Facsimile no:		
	Email:			
Section 3 Consultant details	If you wish OLGR to liaise with an agent or consultant on your behalf, the following details appointing the agent must be completed:			
	Company name:			
	Contact person:			
	Postal address:			
	Suburb/town:		Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	Telephone no:	Facsimile no:		
	Email:			
Section 4 Premises details	Licensed premises name:			
	Premises address:			
	Suburb/town:		Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Section 5 Gaming machine numbers	How many gaming machines are currently approved at the premises?			
	How many additional gaming machines are you applying for?			
	Proposed new total:			
	How many gaming machines are currently operating at the premises?			
Section 6 Floor space of premises	Please complete the table showing publicly accessible floor space for each of the site's facilities:			
	Facility	Publicly accessible floor space	Ratio of floor space	
	Bars	m ²	%	
	Dining	m ²	%	
	Gaming	m ²	%	
	Other:	m ²	%	
	Total	m²	%	
Section 7 Liquor sales	Please complete the table showing liquor sales for the last three months and the same three months of the previous year:			
	Month 1:	\$	Same month last year:	\$
	Month 2:	\$	Same month last year:	\$
	Month 3:	\$	Same month last year:	\$
	Total	\$	Total	\$

Section 8 Membership (clubs only)	What is the club's present membership?
	What was the club's membership at the same month last year?

Section 9 Other supporting information	Has the site been approved for an increase within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a submission detailing exceptional reasons for applying for an increase within 12 months must be provided
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Category B applicants only

Please note: Applications of significant community impact will be required to be advertised in accordance with the *Guidelines - advertising of applications of significant community impact*. Advertising must not be commenced prior to advice from this office.
In addition, the views of the local member of the legislative assembly and the relevant local authority will be sought as a matter of course.

Section 10 Projected budget	Please complete the table below with the estimated annual total for each of the items listed.								
		Receipts		Cost of sales		Overheads		Net surplus	
		\$	%	\$	%	\$	%	\$	%
	Bar								
	Gaming								
	Food								
	Total		100		100		100		100

Section 11 Community contributions (clubs only)	The commission has considerable regard to the dollar value of donations to local charitable and sporting organisations and what additional contribution to the community the approval of the increase application will allow the club to make. Applications requesting an increase of 20 or more are advised to contact OLGR regarding the requirements and format of the submission of the club's contribution. Your assistance will greatly expedite your application.
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All applicants must sign here

Section 12 Licensee authorisation	<p>I / We and</p> <p style="text-align: center;">(insert full name of executive officers)</p> <p>certify that I am / we are duly authorised to make this application.</p> <p>(a) Individual licensee (ONLY) Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;">(signature)</p> <p>(b) A company executed under the common seal, if applicable, of:</p> <p style="text-align: center;">Incorporation number or ACN:</p> <p>Signature of authorised executive officer: Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Signature of authorised executive officer: Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
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All applicants must provide plans

Section 13 Plans checklist (Cont'd page 4)	Instructions Plans submitted with this application must meet all the requirements specified in the <i>Guidelines - plans</i> . Failure to supply a plan meeting the requirements may result in the plan being returned for completion, which can significantly delay the application process. This checklist should be completed to ensure that plans are of an acceptable standard.
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Section 13

Plans checklist (Cont'd)

Suitability of the premises

Assessment of the suitability of the premises will be carried out by OLGR and therefore it is strongly recommended you take into account the following requirements before lodging the plan:

- gaming machines cannot be visible from the exterior of the premises
- there is no direct street access to the gaming area (patrons must enter via foyer or recognisable area of the premises, gaming is not stand-alone or unattached to other amenities)
- patrons can access toilets without having to transverse through the gaming machine area, or past gaming machines
- no ATMs or EFTPOS terminals are located in, or in close proximity to, the gaming area
- the face of each gaming machine can be constantly supervised by the licensee or employee of the licensee from a place where their normal duties would be carried out e.g. bar area
- if cameras are used to supervise gaming, the monitor must be located in an area that is constantly staffed
- that the location of child minding facilities does not detract from the responsible service of gaming.

Full requirements for lodging a plan

- Two plans of the premises are provided, one showing the whole of the licensed area of the premises and the second showing the gaming room layout?

Both plans

Please tick the existing / intended facilities at the premises:

- ATM EFTPOS Keno TAB Note breaker

- All of the facilities ticked above are clearly marked on each plan?
- Plans are drawn accurately, to scale and the scale is indicated on the plans (1:100 preferred)?
- All bars are fully illustrated on each plan?
- All areas of the premises are clearly labelled on each plan e.g. public bar, bistro, toilets etc. ?
- Plans show all entries/exits, walls, windows, columns/pillars and fire escapes?

Whole of site plan

- Whole of site plans is in A3 format and is free of building instructions, loop diagrams and previous OLGR approval stamps?
- Plan shows the whole of the liquor licensed area of the premises?
- Streets are clearly indicated and labelled?
- The gaming area is clearly indicated by shading/hatching and labelled on the plan? **Do not show individual gaming machines on the whole of site plan.**
- Screens/devices employed to restrict the view of an ATM from the gaming area are indicated on the plan?
- All child minding facilities are indicated on the plan?

Gaming room layout plan

- Each gaming machine is marked individually, to scale and within the minimum distance between gaming machines as outlined in the guidelines?