

# Application to decrease the approved number of gaming machines granted to a licensee

Office of Liquor and Gaming Regulation (OLGR)

<div style="border: 1px solid black; border-radius: 15px; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>Office use only</b></p> <p>Org no: _____</p> <p>App no: _____</p> <p>Lic no: _____</p> <p>Site no: _____</p> <p>Rec no: _____</p> <p>Amount: _____</p> <p>Date: _____</p> </div> <p><b>Fees:</b> Refer to schedule of current fees at <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a></p>	<p><b>Instructions</b> 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.</p> <p><b>Privacy statement – please read</b> The Department of Employment, Economic Development and Innovation is collecting the information on this form to assess your application for a gaming machine licence for a replacement premises. This information is authorised by s.86 of the <i>Gaming Machine Act 1991</i>. This information will only be accessed by authorised employees within the department.</p> <p>Some information may be given to the prescribed entities listed in Schedule 1 of the Gaming Machine Regulation 2002. Your information will not be disclosed to any other parties unless authorised or required by law.</p> <p><b>Warning</b> 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 <i>Gaming Machine Act 1991</i>.</p> <p>A person found guilty of an offence against s.350 of the <i>Gaming Machine Act 1991</i> may be liable to a penalty of 400 penalty units or two years imprisonment and the application will be refused.</p> <p><b>All invalid applications will be returned for completion</b> Invalid applications include:</p> <ul style="list-style-type: none"> <li>• applications listing a gaming licensee that does not exactly match the name as stated on the gaming machine licence document</li> <li>• applications not signed, or incorrectly signed</li> <li>• applications that do not include all of the following requirements.</li> </ul> <p><b>Lodgement of applications</b> The completed application form, fee and attachments should be forwarded to:</p> <p style="margin-left: 40px;">Executive Director Office of Liquor and Gaming Regulation Locked Bag 180 CITY EAST QLD 4002</p> <p><b>Please note:</b> <b>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.</b></p>
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## The following documents form part of the application and must accompany the application form at lodgement

<b>Category 1 - hotels</b>	<input type="checkbox"/> Application is fully completed <input type="checkbox"/> The prescribed fee payable to the department <input type="checkbox"/> Premises plan (see guidelines - <i>Plans</i> ) <input type="checkbox"/> Form 57 - <i>Acquisition/replacement/disposal of gaming machines</i> (this form is not required for conditional decreases)
<b>Category 2 - clubs</b>	<input type="checkbox"/> Application is fully completed <input type="checkbox"/> The prescribed fee payable to the department <input type="checkbox"/> Premises plan (see guidelines - <i>Plans</i> ) <input type="checkbox"/> Form 57 - <i>Acquisition/replacement/disposal of gaming machines</i> <input type="checkbox"/> <b>Optional:</b> Form 77 - <i>Application for permanent transfer of gaming machine entitlements between clubs</i> . This application must accompany the decrease application if you wish both applications to be considered concurrently.
<b>Section 1 Licence details</b>	Gaming machine licensee: (Please refer to your gaming machine licence document for correct information)
	Gaming machine licence no:

<b>Section 2</b> <b>Licensee contact details</b>	Contact person:	
	Postal address:	
	Suburb/town:	Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Telephone no:	Facsimile no:
	Email:	
<b>Section 3</b> <b>Premises details</b>	Licensed premises name:	
	Premises address:	
	Suburb/town:	Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Section 4</b> <b>Gaming machine numbers</b>	How many gaming machines are currently approved at the premises?	
	Number of gaming machines to decrease:	
	<b>Proposed new total:</b>	
<b>Category one - hotels only</b>		
<b>Section 5</b> <b>Sale of operating authorities</b>	<ul style="list-style-type: none"> <li>The <i>Gaming Machine Act 1991</i> requires that any number of operating authorities that is more than the approved number of gaming machines must be sold at an authorised sale.</li> <li>Applicants for a decrease application that incorporates the sale of authorities should consult the guidelines – <i>Acquisition and sale of gaming machine operating authorities</i> to ensure familiarity with the process and awareness of how proceeds from the authorised sale will be distributed. The guidelines address matters pertaining to the sale of authorities, which, where relevant, will be taken into account in the consideration of this application.</li> <li>The Act allows a successful applicant who wishes, to continue to operate the previously approved number of gaming machines, for which authorities are still held, until the relevant authorities are sold via tender.</li> </ul>	
	Number of authorities currently held:	
	Less the new approved number of gaming machines:	
	Equals number of authorities to be sold	
	Do you wish to continue to operate the gaming machines until the authorities are sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Category two - clubs only</b>		
<b>Section 6</b> <b>Transfer of entitlements</b>	<ul style="list-style-type: none"> <li>Clubs decreasing their approved gaming machines have 12 months from the date of approval to permanently transfer the associated entitlements to another club. Any entitlements not permanently transferred in this time will become entitlements of the State.</li> <li>Clubs wishing to temporary transfer entitlements to another club are not required to decrease their approved number of gaming machines. Clubs that already have a temporary transfer in place must not reduce their approved number of gaming machines below that required to sustain the transfer. Please refer to guidelines.</li> </ul> <p>If requested, OLGR will consider this application in conjunction with the Queensland Gaming Commission's consideration of a permanent transfer. If the commission is willing to approve the transfer, and OLGR is able to approve the decrease, the decrease will be approved without further consultation with the club. If the commission is not willing to approve the transfer, OLGR will contact the club for confirmation that the club wishes to continue with decrease.</p>	
	Is this application to be considered in conjunction with an application for the permanent transfer of entitlements? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes' the permanent transfer application and all required attachments must accompany this notification	

## All licensees

### Section 7 Licensee signatures

**Important notes:** In accordance with s.350 of the *Gaming Machine Act 1991*, this form must only be signed by those with the authority to do so. Authorised persons are the licensee (**not the gaming nominee**) or directors of the licensee company or club. Two signatures are required unless the licensee company has a sole director or the licensee is an individual.

**Clubs please note:** the application must be signed by two executive officers in all instances. Contraventions of s.350 of the *Gaming Machine Act 1991* may incur a penalty of 400 penalty units or imprisonment for two years.

I / We ..... and .....  
(insert full name of executive officers in BLOCK letters)

certify that I am / we are duly authorised to make this application.

(a) Individual licensee (ONLY): ..... Date:   
(signature)

(b) A company/club executed under the common seal, if applicable, of: .....

Incorporation number or ACN: .....

Signature of authorised executive officer: ..... Date:

Signature of authorised executive officer: ..... Date:

## All applicants must provide plans

### Section 8 Plans checklist

#### Instructions

Plans submitted with this application must meet all the requirements specified in the guidelines - plans. 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.

#### 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)?

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- 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?