

# OFFICE OF LIQUOR, GAMING AND RACING

## GUIDELINES – PLANS

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These Guidelines replace the previous *Guidelines – Plans* which were released in July 2003.

### Purpose

The location of gaming machine area(s) within a licensed premises is regulated by the Office of Liquor, Gaming and Racing (OLGR) under the *Gaming Machine Act 1991* (“the Act”), the *Gaming Machine Regulation 2002* (“the Regulation”) and various other controls such as conditions imposed on the licence by the Queensland Gaming Commission (“The Commission”).

The Act requires that applicants provide OLGR with a premises plan when:

- applying for a gaming machine licence;
- applying for an increase or decrease in the number of approved gaming machines for a premise;
- applying to relocate the gaming machine area.

The purpose of these guidelines is to provide licensees and applicants with information regarding:

- The attitude the Chief Executive and Commission are likely to adopt when considering the proposed location of gaming machine area(s) under sections 58, 84, 86 and 91 of the Act and the layout of the gaming machine area under section 60 of the Act; and
- How the Chief Executive will administer the Act.

These guidelines are provided to applicants to ensure that plans submitted in conjunction with an application meet the standards required by OLGR in accordance with the provisions of the Act.

For information on the type of venue that the Commission views as generally suitable to hold a gaming machine licence, see the Commission’s *Guidelines – Applicants for Gaming Machine (Site) Licences and Increases*.

The Guideline addresses two areas – Submission of Plans (Part 1) and Suitability of Premises (Part 2).

### **PART 1 – SUBMISSION OF PLANS**

Section 56 of the Act requires that “*an application for the grant of a gaming machine licence is to be accompanied by a plan of the premises to which the application relates indicating the proposed locations on the premises where it is intended to install gaming machines.*”

Should the application be granted, the proposed location(s) become the “**gaming machine area(s)**” for the premises by operation of section 58(7). The gaming machine area may be modified on application under section 91 of the Act.

## 1.1 Approach

The Act requires that gaming machines may only be played if they are installed in an approved “gaming machine area”. The term “gaming machine area” refers to a gaming room, gaming lounge or other area as defined on the plan and approved by OLGR.

In order to approve a gaming machine area, OLGR requires a plan of the entire premises with the proposed gaming area indicated through hatching or shading. This plan is referred to as “**the whole-of-site plan**”.

Gaming machines must not be drawn individually on the whole-of-site plan. However, depiction of individual gaming machines may be required on an additional, accompanying plan (referred to as “**the gaming layout plan**”) in certain situations.

Following investigation and - if necessary - approval of the associated licence, increase or relocation application, OLGR will retain the whole-of-site plan as the site’s “current approved plan” showing the gaming machine area. A copy will be provided to the applicant with the endorsement of OLGR clearly visible. This copy must be kept in a safe place for future reference as the need arises.

Gaming machines may be installed anywhere within the gaming machine area as shown on the current approved plan. The licensee may relocate gaming machines within this area without the further approval of OLGR, provided that the disconnection and reconnection of machines is undertaken by a licensed repairer by arrangement with a Licensed Monitoring Operator. It is the licensee’s responsibility to ensure that gaming machines are suitably laid out within the gaming machine area(s) and that minimum clearances and supervision requirements, as set out in this guideline, are met.

**Important Note for Existing Licensees:** These guidelines took effect from 1 February 2009. Licensees whose plans were approved prior to this date were required to show the location of each individual gaming machine. These plans remain in effect and gaming machines must remain in the positions shown until the approval of a subsequent plan (which, under these guidelines, need not show the location of each machine).

## 1.2 Plan Requirements

The following requirements apply when making an application listed below:

- **Application for a Gaming Machine Licence** – Applicants must provide a whole-of-site plan and an additional gaming machine layout plan. The gaming machine layout plan must be separate to the whole-of-site plan. Individual gaming machine locations must be shown on the gaming machine layout plan **only**. Gaming machine layout plans will be used to inform the Queensland Gaming Commission but will not be approved.
- **Application for an Increase in the Approved Number of Gaming Machines** - same requirements as Application for a Gaming Machine Licence above
- **Application for the Relocation of the Gaming Area** – Applicants must provide OLGR with a whole-of-site plan only. An application is only required when the licensee wishes

to install gaming machines in an area that is not currently designated as an approved gaming machine area (ie an area that is not within the hatched / shaded area on a current approved plan dated later than 1 February 2009). Your Licensed Monitoring Operator (LMO) may require something akin to a gaming layout plan in order to inform a licensed repairer of locations for wiring, etc.

**NB: Applicants who have not submitted a plan since before 1 February 2009 will need to submit a whole-of-site plan for any relocation.** This is because plans approved before this date did not show a hatched or shaded gaming area.

A licensee requesting a relocation may be asked to provide a gaming machine layout plan to demonstrate that its approved number of gaming machines can be installed with allowances for minimum clearance between banks.

### 1.3 Determining the Gaming Area

Applicants seeking approval for the layout of the premises must indicate the proposed gaming machine area(s) on their whole-of-site plan, either by hatching or shading the area(s).

Persons preparing site plans should have regard to the following matters when defining the gaming machine area for the premises:

- **Size / Ratio of Gaming Area:** The size of the gaming machine area in relation to other amenities is a consideration in determining whether a premises is suitable for gaming. Persons submitting plans should remember that gaming must be ancillary to other activities and the proposed gaming machine area should not represent an unnecessarily large portion of the premises. For further information, see section 2.9 of this Guideline, and the Commission's *Guidelines – Applicants for Gaming Machine (Site) Licences and Increases*.
- **Boundaries of Gaming Area:** Where the gaming area is located in a dedicated room or screened off area, it is anticipated that the proposed gaming area marked on the plan will extend to the structural boundaries of the area (however created - eg walls or screens). The area may contain tables, chairs, coffee machines, cashier's booths, and even dedicated bars that cater primarily to gaming patrons. As a rule, if the primary purpose of the area is gaming, and patrons in the room are required to be in close proximity to gaming machines, the entire area should be considered to be within the gaming area.
- **Location of ATMS:** Conditions prescribed upon all gaming machine licences via schedule 2 of the Gaming Machine Regulation 2002 require that ATMs must not be located in, or in close proximity to, the gaming machine area. In considering the suitability of ATM locations, OLGR will have regard to the distance between the ATM and the *closest boundaries* of the gaming machine area.

OLGR will not consider the specific location of gaming machines within the gaming area when evaluating the location of ATMs. Licensees with concerns in this regard should apply to OLGR to relocate the gaming area. For further information on placement of ATMs, see below.

- **Access to the Gaming Machine Area:** The Commission and Chief Executive are of the view that there should be no direct street access to the gaming area. In certain situations where this is unavoidable, and at the Chief Executive and Commission's discretion, a screen or wall erected between the gaming area and the street may be considered to provide adequate separation by creating a foyer. The foyer should not be included in the hatched or shaded gaming area marked on the plan.

A premises may have more than one gaming machine area, however, licensees should note section 2.9 of this document (Integration/Size of Gaming Area) before planning multiple gaming locations.

## 1.4 Quality of Plans

Persons submitting plans to OLGR should be aware that OLGR Officers cannot make amendments to plans and will return inadequate plans to the applicant for completion. Accordingly, applicants are advised to ensure that plans meet all of the requirements below.

Whole-of-site plans submitted to OLGR:

- ✓ must display the entire licensed premises and its immediate surrounds (see example at Appendix 5);
- ✓ must show the proposed gaming area(s) in shading or hatching (see example at Appendix 5). Please do not use a yellow highlighter for shading as this will not appear in photocopies of the plan;
- ✓ must **not** show any gaming machines unless on an attached gaming machine layout plan (see appendix 4 for an example);
- ✓ must show and clearly denote all bars, doors, windows, screens, structural pillars/columns, fire escapes and note breakers;
- ✓ must show all ATMs and EFTPOS terminals;
- ✓ must show all TAB and KENO terminals;
- ✓ must be drawn to scale;
- ✓ must be neat and accurate. Often-photocopied plans that have lost definition and clarity may be returned and a new plan requested;
- ✓ must be free of building instructions and loop diagrams;
- ✓ must be free of prior QOGR or OLGR approval stamps;
- ✓ should, if submitted in hard copy, be in A3 format. Larger plans must be reduced by OLGR externally prior to approval, which will delay the approval process.

Gaming Machine Layout Plans submitted to OLGR, when required:

- ✓ must be separate from the whole-of-premises plan described above; and
- ✓ need only show the gaming area; but
- ✓ must show the location of each gaming machine applied for, drawn individually and to scale. The plan must show the total number of gaming machines that would be granted to the licensee were the application to be approved. If submitted in conjunction with an increase or decrease, the plan must show the total number of gaming machines that would be granted to the licensee were the application to be approved.
- ✓ must show and clearly denote all notebreakers, cameras, mirrors, doors, windows, walls, columns/pillars & fire escapes within the gaming machine area;

- ✓ must conform to the hatched gaming machine area on the whole-of-premises plan in terms of dimensions and measurements;
- ✓ must demonstrate the minimum clearances provided in section 2.10 of these Guidelines (see example at Appendix 4).

Gaming machine layout plans must show the total number of approved gaming machines, regardless of the number of machines actually operating or the number of authorities held. Category One (Hotel) applicants who have been approved for a decrease in gaming machines subject to the sale of operating authorities may be required to lodge two plans, and should contact OLGR before applying for relocation.

Where convenient, an applicant may, subject to the requirements above, submit two copies of the same plan - one with gaming machines drawn in (gaming machine layout plan), and one displaying no gaming machines (whole-of-site plan). Please note that the two **must** be separate documents.

## 1.5 Plan Submission FAQ

*Do I need to submit a plan when relocating gaming machines?*

**If the approval date on your current approved plan is before 1 February 2009**, you must submit for approval a new whole-of-premises plan with a hatched or shaded gaming area, per these guidelines, prior to any relocation taking place.

If the approval date on your current approved plan is after 1 February 2009, **and** you wish to relocate gaming machines to new positions **within** the approved gaming machine area(s) (marked in hatching or shading on your current approved plan), you are **not required** to submit a plan or application to OLGR. However, you will still have to contact your Licensed Monitoring Operator to arrange the disconnection and reconnection of the machines by a licensed repairer.

If your current approved plan is dated after 1 February 2009 and you wish to relocate gaming machines to new positions **outside** the currently approved gaming machine area(s), you **are** required to submit a plan and a Form 7B *Application for the Relocation of the Gaming Machine Area* to OLGR via your Licensed Monitoring Operator.

*If no plan is required, can I go ahead and relocate gaming machines myself?*

You must first lodge the relevant paperwork with your **Licensed Monitoring Operator**, who is responsible for ensuring that gaming machines are disconnected/reconnected by a licensed repairer. Your Licensed Monitoring Operator may require a gaming layout plan in order to assist a licensed repairer in wiring your proposed gaming area.

*Do I need to contract an Architect?*

Architect-drawn plans are recommended but not essential, provided the plan meets the requirements of this Guideline. Applicants engaging an architect are advised to provide a copy of these guidelines to the architect when contracting a drawing. Persons not contracting an architect are advised that **freehand drawings are NOT acceptable**.

### *Can I submit a plan by facsimile?*

Due to scaling and clarity concerns, plans submitted by facsimile will not be approved. Scanned plans may be accepted depending on the quality of the scan.

### *Why can't I show gaming machines on my whole-of-site plan?*

OLGR has adopted the approval of broader *gaming machine area(s)* in an effort to reduce the regulatory burden upon licensees. However, OLGR still requires accurate plans. **If gaming machines are shown on the approved site plan, it is expected that the machines will be located in the designated positions.** Therefore, OLGR will no longer accept plans showing the location of each individual gaming machine (unless as a separate gaming room layout plan, when required). However, if gaming machines are shown beneath the hatching or shading that designates the gaming area, they will be ignored by OLGR.

### *When do I need to submit a gaming machine layout plan?*

Applicants submitting plans in relation to a new gaming machine licence or gaming machine increase application need submit a gaming machine layout plan to demonstrate to the Queensland Gaming Commission that the proposed gaming area is suitable to contain the proposed number of gaming machines (with regard to minimum clearances, access points etc – see Part 2 Suitability of Premises).

Relocation applicants need only submit a whole of site plan, meeting the requirements outlined above, and are not required to submit a gaming machine layout plan. However, OLGR may require a gaming layout plan should the licensee be required to demonstrate how minimum clearances (see 2.10 *Gaming Machine Placement & Layout*) can be provided within the gaming area.

### *Can I request a copy of my current approved plan?*

Approved plans are mailed to the applicant's contact address as recorded on OLGR's database and should be retained on licensed premises. A copy of the approved plan can be provided for a fee.

OLGR will only provide a copy of an approved site plan to the legal entity that lodged the plan, provided that entity remains an applicant for, or licensee of, the premises. Requests must be made in writing on the entity's letterhead and signed by directors of the company, or by members of the club's board.

## **PART 2 – SUITABILITY OF PREMISES**

The following is provided in order to demonstrate the attitudes that the Commission and the Chief Executive will adopt in determining the suitability of a gaming venue. These matters should be taken into account by applicants when preparing initial and amended site plans:

## 2.1 Access / Egress

In addition to the fire and safety issues that must be satisfactorily addressed with the appropriate authority, the following requirements must be satisfied in relation to access to the gaming machine area:

- The premise must not provide direct street access to the gaming machine area; and
- It must not be necessary for patrons to travel through the gaming machine area to access toilets, ATMs or the majority of the premises facilities.

## 2.2 ATMS

A gaming machine licence can be a profitable addition to a club or hotel business. However, no entity is assured a gaming licence and applications are assessed on a number of legislative criteria. Where the Commission sees fit to grant a gaming licence, it **only** does so on the condition that **no ATMs or EFTPOS terminals are located in, or in close proximity to, the gaming machine area**. Accordingly, this condition is prescribed under schedule 2 of the Gaming Machine Regulation 2002.

OLGR requests that applicants strongly consider this condition when submitting plans and/or considering the installation or relocation of an ATM.

The Act provides that a licensee who fails to comply with the conditions placed on their licence may be required to show cause as to why the licence should not be suspended or cancelled. **For this reason, plans should be forwarded to OLGR when considering the installation or relocation of an ATM.**

In addition, OLGR will not approve a plan where an ATM is visible from a gaming machine. In the promotion of responsible gambling practices, licensees are advised to screen the ATM from the gaming room and limit visible signage.

In order to avoid unnecessary delays to the approval of your plan and processing of your application, and to alleviate future difficulties at a cost that will be incurred by the licensee, it is strongly recommended that ATMs are installed as far from the gaming machine area as practicable. **The location of ATMs is the major factor in delaying the approval of plans by OLGR.**

OLGR assesses the location of ATMs and EFTPOS terminals with the **single criteria** of the location's impact on the responsible service of gaming. Whilst acknowledging that the licensee must meet other requirements, such as health and safety stipulations, OLGR stresses that **it is the licensee's responsibility to meet any other regulatory requirements, presided over by any other regulatory body, whilst still meeting the conditions of approval of the gaming licence.** If other concerns preclude the ATM from being located anywhere but in close proximity to the gaming area, it is recommended that the ATM be removed.

As the provision of credit for gaming is illegal, any ATM installed on the premises must accept **debit cards only**. This is also prescribed under Schedule 2 of the Gaming Machine Regulation 2002.

In addition to the requirements of legislation as above, licensees should be aware that the Responsible Gambling Code of Practice requires that ATMs are not to be located in close proximity to any designated gambling area (eg where gaming machines, TAB or Keno facilities may be offered).

## 2.3 EFTPOS TERMINALS

The Commission views EFTPOS terminals in much the same way as it does ATMs, and the above advice should be taken into account when placing EFTPOS terminals. OLGR has no issue with the location of EFTPOS terminals that are not used for the dispensation of cash, provided these are **signed accordingly** at the site and marked as such on the plan.

**The provision of false information regarding the use of an EFTPOS terminal may constitute an offence under section 350 of the *Gaming Machine Act 1991*. A person found guilty of such an offence may be liable to a maximum penalty of 400 penalty units or two years imprisonment.**

## 2.4 Supervision

Section 13 of the Gaming Machine Regulation 2002 prescribes that:

*“A licensee must ensure that the layout of the interior of the licensee’s licensed premises allows the licensee, or an employee of the licensee, from a place in the licensed premises where the licensee or an employee would normally be carrying out duties at the material time, to have continuous supervision of each gaming machine that is available for gaming.”*

**The maximum penalty for failure to comply with this provision of the regulation is 20 penalty units.**

In considering the adequacy of supervision at a premises, OLGR will not have regard to floorwalkers as these are not considered to provide *constant* supervision of each gaming machine. OLGR does however acknowledge that floorwalkers are valuable to the supervision of gaming, in addition to meeting customer service expectations.

Supervision of gaming should ideally be conducted from a bar or other location that is **staffed during all hours of gaming**, from which the **face of each gaming machine** available for gaming is visible. Note that it is acceptable for supervision to be conducted from a combination of constantly staffed locations.

Direct sight from such a location is the preferred method of supervision **provided** that the view is unobstructed and within a reasonable distance. Where direct sight is not possible, the use of mirrors and/or Closed-Circuit Television Cameras (“CCTV”) is recommended.

**MIRRORS:** Mirrors will only be accepted as methods of supervision where the view between the point of supervision, the mirror, and the relevant gaming machines is unobstructed and within a reasonable distance. Note that the circumference of the mirror must

be at least 500mm for every ten metres resulting from the sum of **the distance between the point of supervision and the mirror AND the distance between the mirror and the most distant gaming machine being supervised via the mirror.**

**CCTV:** In order to meet the requirements of the Regulation, please ensure that the monitor used to supervise gaming via CCTV cameras is located in an area that is constantly staffed. Black and White monitors are acceptable. Please ensure that the camera lens provides adequate supervision of the face of each gaming machine it is supervising. **Please note: Failure to indicate the location of the monitor used in conjunction with CCTV cameras is a common reason for the return of a plan for amendment.**

## 2.5 Site Controllers and Ancillary Equipment

When designing the gaming area or carrying out renovations, adequate provision must be made for the location of the Site Controllers and Ancillary Equipment necessary for the provision of Jackpots, accounting software etc.

This equipment must be located in a **dedicated secure area** that provides easy access to staff, licensed repairers and OLGR inspectors for the verification of seals and performance of various duties under the Act. The proposed location of this equipment must be marked on the appropriate plan. Licensees should liaise with their Licensed Monitoring Operator for information on equipment, including dimensions, requirements for racking etc.

The location, or proposed location, of site controllers must be indicated on the appropriate plan.

## 2.6 Linked Jackpot Systems

When installing or relocating gaming machines that are part of a linked jackpot system, there are specific conditions to be met in relation to the location of machines and any signage. Any signage reflecting the value of the jackpot associated with the system must be installed by a licensed repairer in the gaming area above the gaming machines participating in the link.

**It must be perfectly clear to patrons which gaming machines are participating in the link.**

Jackpot displays must be positioned so that it is clear which gaming machines are a part of the jackpot system, and which machines are not part of the jackpot system. Care must be taken to avoid situations where jackpot displays overhang machines that are not part of the jackpot system.

Gaming machines forming part of a linked jackpot must not stand alone, and must be adjacent to another machine on the link. Whilst it is acceptable to offer the same link in more than one location on the premises, machines must be grouped in each location and relevant signage must be placed above each group of machines (as it must be perfectly clear which machines are participating in the link).

Licensees must consider the above when relocating gaming machines to ensure that any gaming machine forming part of a linked jackpot is not displaced from other machines in the link, or the necessary jackpot displays and signage.

Jackpot displays should not be visible from outside the approved gaming area.

The location of linked jackpots or jackpot displays does not need to be indicated on the gaming machine layout plan. However, applicants should advise their Licensed Monitoring Operator of any linked jackpots when applying for a relocation of gaming machines.

## **2.7 Note Breakers**

Although note breakers are permitted within the gaming area they should not be located where patrons can access them without necessitating a break in gaming.

## **2.8 Child Minding Facilities**

Where a site offers child minding facilities, OLGR will, in its legislated duty to give consideration to the layout of the premises, make an assessment of the suitability of the location of these facilities in relation to the gaming area. Child minding facilities should not be located directly adjoining, or with direct access to, the gaming area.

The applicant (or licensee) may be asked to provide information as to the operation of the facilities, including what time-limits are in place and what controls are employed to ensure that children are not left at the facilities for a prolonged length of time.

## **2.9 Integration / Size Of Gaming Area**

The following matters are considered in regard to new site and increase applications:

- (a) Ratio of gaming floorspace in comparison to the total publicly accessible floorspace of the premises.
- (b) Relative size of the bar area in relation to other amenities;
- (c) Range of Amenities provided.

The following matters will be considered in regard to all applications that require a new plan to be submitted:

- (a) As the Commission is of the view that gaming must be ancillary to other (licensed) activities, it must be obvious that the gaming area is part of a licensed premises whose primary purpose is the provision of liquor. Licensees should take care when badging the gaming area, or other areas of the premises, to ensure that the association of the gaming area with the licensed premises is clearly evident. Gaming rooms that stand alone in separate structures are generally not appropriate.
- (b) OLGR will not approve a plan if the layout of the premises allows for the remainder of the facilities of the premises to be closed, while allowing for the independent operation of the gaming area.
- (c) Patrons should not have to pass through the gaming area to access other facilities such as bars, toilets etc.

Any subsequent applications seeking changes to the approved plan, **particularly** in relation to the matters above, may require further investigation and referral to the Commission. Applicants should be aware that grounds for show cause action against the licence may exist if the matters given consideration above are altered after the issue of the licence.

## 2.10 Gaming Machine Placement and Layout

It is the responsibility of the licensee to comply with the requirements of all regulations and by-laws of the relevant statutory authorities and all legislation applicable thereto, including that all fire and safety issues are satisfactorily addressed with the appropriate authority. In addition to any such requirements, gaming machines are:

- (a) not to interfere with any fire exits, safety or security feature of the premises; and
- (b) not to be located in a designated dining or live entertainment area or to take up the majority of the floor space of the premises; and
- (c) to be placed according to the following specifications:
  - (i) with at least 2.00 metre aisles if in rows;
  - (ii) at least 2.00 metres from the bar (unless at unutilised end);
  - (iii) at least 1.5 metres from any non-staff doorway;
  - (iv) at least 1.5 metres from a wall it faces;
  - (v) at least 1.2 metres apart when positioned in corners;
  - (vi) with approximately 100mm between machines which are being placed back to back;
  - (vii) with approximately 100mm from the back of the machine to the wall;

An example gaming machine layout plan demonstrating these clearances is attached at Appendix 4.

NB Where banks of gaming machines are located at angles, the clearances above represent the minimum acceptable clearances between the closest points. Ultimately, the licensee must be satisfied that adequate allowances are made for patrons to access the facility. Allowances must also be made for advertising material.

- d) to be bracketed to the wall or floor where one or two machines stand alone; and
- e) to have a screen placed behind them if a single row of machines is not placed against a wall.

## 2.11 Visibility Of Gaming Machines

It is a prescribed condition of all gaming machine licences that no gaming equipment (including jackpot signage) is readily visible to passing pedestrians.

## **APPENDIX 1 Gaming Machine Dimensions:**

Persons preparing gaming machine layout plans are advised that the actual size of the console on which the machine sits is a minimum of 770mm wide and 650mm deep.

## **APPENDIX 2 Related Guidelines**

In addition to the provisions of these Guidelines, licensees will be required to make reference to, and comply with, the requirements of a number of relevant Guidelines, including the following:

- Commission's *Guidelines – Approved Locks*
- Commission's *Guidelines – Approved Seals and Suppliers*
- Commission's *Guidelines – Console Specifications*
- Commission's *Guidelines – Consoles - Additional Information*
- Commission's *Guidelines – Reqs. Commissioning & Provision of EGMs*
- Commission's *Guidelines – Requirements for the Prov. of Power to EGMs*

## **APPENDIX 3 Contact Details**

An applicant or licensee with any queries regarding the submission of or suitability of a plan should contact a Licensing Officer on (07) 303 30037 or (07) 387 20857.

Alternately, an e-mail may be lodged to [info@OLGR.qld.gov.au](mailto:info@OLGR.qld.gov.au) . Relocation and interchange applicants should contact their Licensed Monitoring Operator.

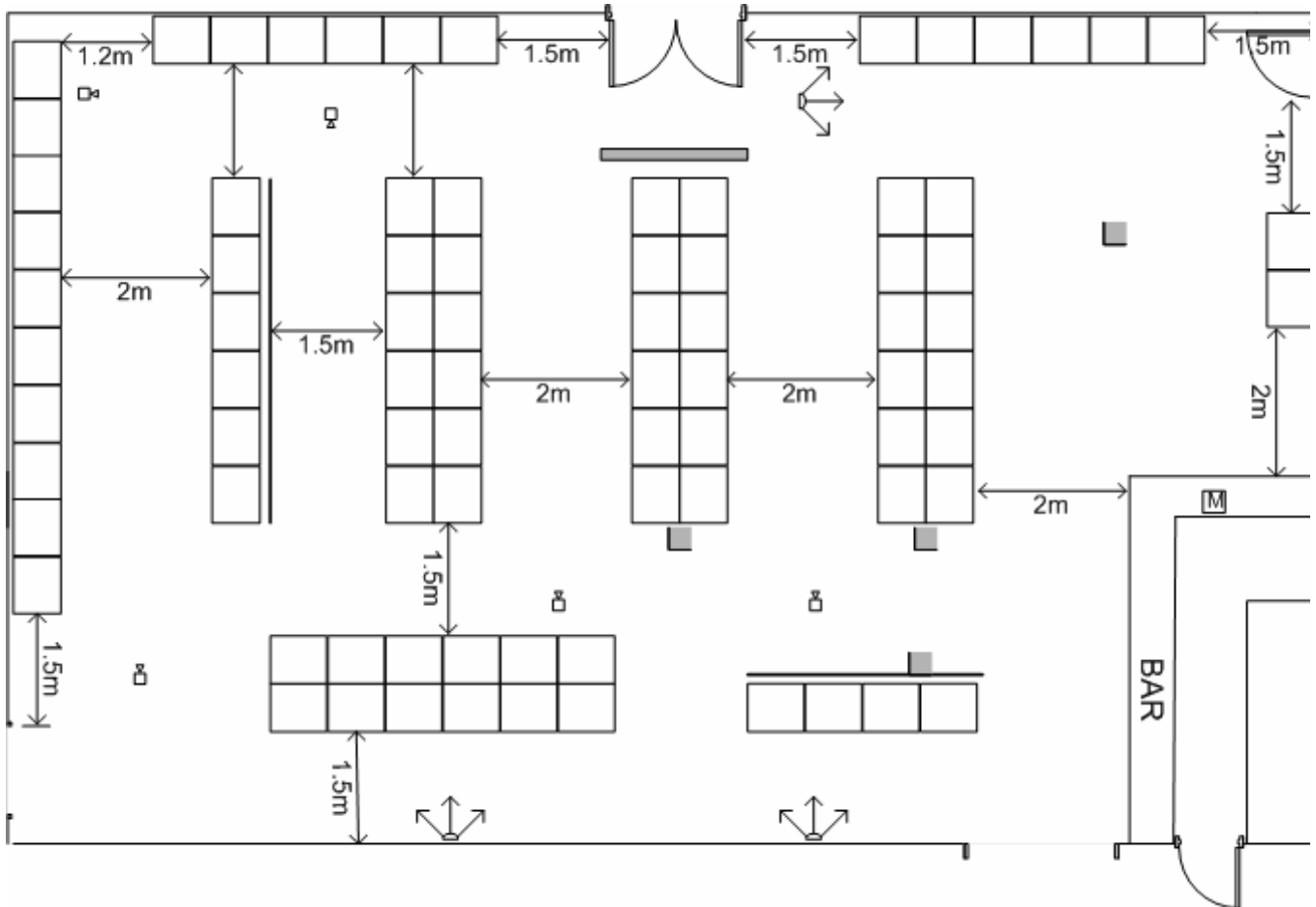
## **ADDITIONAL APPENDICES**

The following pages contain additional appendices:

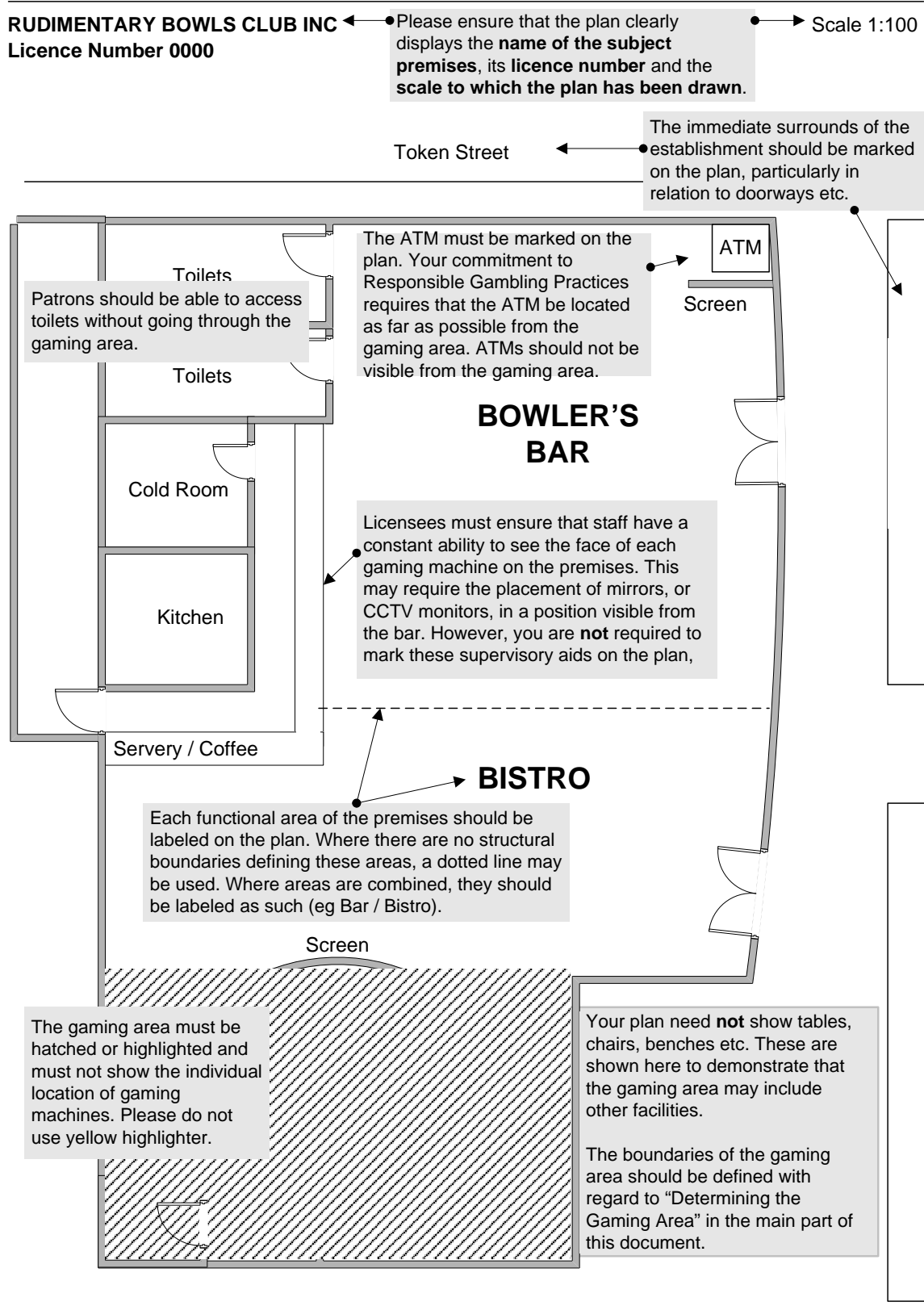
- Appendix 4 Example Gaming Layout Plan showing Minimum Clearances
- Appendix 5 Example Whole of Site Plan (With Notes)
- Appendix 6 Plans Checklist

### APPENDIX 4 Example Gaming Layout Plan Showing Minimum Clearances

The following plan displays the minimum distances between gaming machines required by these Guidelines.



# APPENDIX 5 Example Whole of Site Plan (With Notes)



## APPENDIX 6 PLANS CHECKLIST

This checklist is provided to assist applicants in ensuring that plans are of an acceptable standard, and should accompany any plan submitted to OLGR or the site's Licensed Monitoring Operator.

### SUITABILITY OF WHOLE-OF-SITE PLAN

1. The name of the site is clearly marked on the plan.
2. If the site already has a gaming machine licence number, it is clearly marked on the plan.
3. Plan is drawn to scale and the scale is indicated on the plan (1:100 preferred).
4. The plan displays the entire premise and its immediate surrounds. The facilities provided by the premise are clearly labelled on the plan (eg Bistro, Public Bar, Function Room, Toilets etc).
5. The gaming machine area is appropriately indicated with either shading or hatching (**NOT** with yellow highlighter).
6. The plan **DOES NOT** show individual gaming machines.
7. The plan shows and clearly denotes all bars, doors, windows, screens, structural pillars/columns, fire escapes and note breakers.
8. The plan shows all ATMs and EFTPOS terminals. No ATMs or EFTPOS terminals are located in, or in close proximity to, the gaming machine area. No ATM, EFTPOS terminal or related signage is visible from a gaming machine.
9. All TAB and KENO terminals are clearly marked on the plan.
10. The plan is free of building instructions, loop diagrams and any prior QOGR or OLGR approval stamps.

### SUITABILITY OF THE GAMING MACHINE LAYOUT PLAN AND THE SIZE / LAYOUT / LOCATION OF THE GAMING MACHINE AREA

1. The plan conforms to the hatched gaming machine area on the whole-of-premises plan in terms of dimensions and measurements.
2. The plan shows the total number of gaming machines that would be granted to the licensee were the application to be approved (i.e. the total number of approved gaming machines). Each gaming machine is drawn individually, to scale, and placement meets the clearance requirements of the guidelines.
3. The plan clearly denotes all notebreakers, cameras, mirrors, doors, windows, walls, columns/pillars & fire escapes within the gaming machine area.
4. Patrons are able to access toilets without having to traverse through the gaming machine area, or past gaming machines.
5. Gaming Machines are not visible from the exterior of the premises.
6. There is no direct street access to the gaming machine area (patrons must enter via foyer or another area of a recognisable premises; gaming room does not appear to be "stand-alone" or unattached to other amenities).
7. The face of each gaming machine can be supervised by the licensee or an employee from a place where their normal duties would be conducted, for all hours of gaming.
8. If CCTV Cameras are used to supervise gaming, the location of the monitor is indicated on the plan (NB if the monitor is located outside of the gaming machine area it must be clearly marked on the whole-of site-plan).
9. The plan displays any screens or relevant devices employed to limit view of an ATM from the gaming machine area.