

# Request for extension of time to nominate a person as licensee

**OFFICE USE ONLY**

Allocation date:     /     /

Associated entity No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
- save your progress and continue at a later time
- print the completed form to sign and return.
- You are still able to print the form and complete it by hand if you prefer.

This form has been designed to be completed using the free Adobe Acrobat Reader software. To download this free software, please [visit the following link](#) or search for the free “Adobe Acrobat Reader” on your devices app store.

This form may not function as intended if you use any other software.

**Send notification to:**

Victorian Gambling and Casino Control Commission  
GPO Box 1988  
Melbourne Vic 3001

**or lodge in person at:**

Level 4, 12 Shelley Street Richmond VIC 3121

## Need help?

For more information:

- visit the Victorian Gambling and Casino Control Commission website at [vgccc.vic.gov.au](http://vgccc.vic.gov.au)
- telephone the VGCCC on 1300 599 759
- email the VGCCC at [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)

# Request for extension of time to nominate a person as licensee

To: The Manager, Licensing  
Victorian Gambling and Casino Control Commission

From: The (Board of Directors / Committee of Management) (Name of Venue Operator)

Licence Number: Date: / /

The (Board of Directors / Committee of Management) of (Name of Venue Operator)

are unable to nominate and make an application for approval of a natural person to be responsible as licensee within 60 days as required by section 3.4.14 of the *Gambling Regulation Act 2003*.

The (Board of Directors / Committee of Management) of (Name of Venue Operator)

request an extension of time to nominate and make an application for a person as licensee until / /

**Note:** Please ensure that the proposed nominee will lodge their nominee application with all the supporting documents by the date specified here).

The reasons for this request is/are as follows:

We are in the process of nominating a person to be a nominee. The reason(s) for delay in nominating a person to be a nominee is/are:

We have appointed a nominee and the nominated person:

is in the process of obtaining documents to lodge their application.

has applied for their police check and is awaiting their police check.

has applied for their credit check and is awaiting their credit check.

has applied for their historical personal name extract from Australian Securities and Investments Commission and is awaiting their historical personal name extract.

has received all the required documents and requires additional time to complete the application form.

Other reason:

Gambling form

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\*Signed for on behalf of:

(Name of Venue Operator)

X

Signature:

Name of signatory (Please print):

Position held(Please print):

**Note:** \*This request is to be signed by the current nominee or a person currently approved by the VGCCC as an associate.