

# Bingo centre operator's licence – application as a sole trader/partnership

CCO151224

## How to apply

Send application via email to: [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)

## Important information

### Directions for completion

1. Answer every question and use BLOCK letters:
2. If a question does not apply, or if there are no details to disclose in response to a particular question, print N/A (not applicable) in response.
3. If the space available is insufficient, please supply the required information on an attachment page(s). If you do so, begin each answer with the title and reference of the question you are responding to.
4. **Prior to lodging this application, please ensure that you have attached all required items.**
5. **The application form will not be accessed if you do not provide a response to all applicable questions or if all required attachments are not enclosed. Processing of an application will not commence until all information is provided and the application fee is paid.**

### Term of licence

If approved, a bingo centre operator's licence is generally granted for a term of 10 years, subject to the conditions specified in the licence, unless cancelled, surrendered or suspended.

### Partnership

If the Bingo Centre business is to be run as a partnership of two or more individuals, being natural persons, then each partner is required to complete a Bingo centre operator's licence – approval as a sole trader/partnership application form. One partner must also submit a fully executed Partnership Deed. The Partnership Deed should specify the partnership's Australian Business Number (ABN) and also provide the names of all partners together with each partner's percentage of ownership with regards to voting rights and income.

For the purposes of this application, the 'applicant' must nominate an 'authorised officer'. The authorised officer will be a person that should have capacity to influence the business direction of the applicant. This capacity to influence may include but extends beyond the day to day management and control of the bingo centre operator. If the nominated person is **not** a partner, that person will be required to complete an associated individual form.

### Payment of fee

The prescribed fee must accompany this application. Please note that once an application has been registered, the application fee is non-refundable. Note: Go to Gambling Fees and Fines at [vgccc.vic.gov.au](http://vgccc.vic.gov.au) to confirm the current fee. The application fee can be paid by credit card (Visa or Mastercard).

#### Privacy Policy

The Victorian Gambling and Casino Control Commission is committed to responsible and fair handling of personal information consistent with the Privacy and Data Protection Act 2014 and its obligations under the *Gambling Regulation Act 2003*.

#### Confidentiality provisions

Information provided in your application must not be disclosed by the VGCCC or its staff to someone else, except for the purposes stated in Division 6 of Chapter 10 of the Act (to access these provisions go to [vgccc.vic.gov.au](http://vgccc.vic.gov.au)).

# Bingo centre operator's licence – application as a sole trader/partnership

This information will help you complete the process to apply for a bingo centre operator's licence.

## Your application must include the following:

- Complete application form - Every question on the application form has been answered.
- Financial Institution letter
- Historical Personal Name Extract from ASIC
- National Police Certificate
- Credit Report
- Required details regarding the Responsible Gambling Code of Conduct
- Passport size photos
- If the applicant is a Partnership -
  - A copy of the Partnership Deed
  - A copy of the Record of Registration for Business Name (if applicable).
  - A copy of the minute or resolution appointing the person authorised to act on behalf of the partnership
- A copy of independent documentation confirming the court outcome or, if settled out of court, a copy of the settlement agreement
- Associated entity and associated individual application forms including all required attachments
- A copy of the contract of sale, details of the source of funding and documentary evidence in support of the funding arrangements (only applicable if you have purchased or are proposing to purchase, a business and/or freehold property in relation to this licence application)
- A copy of the planning permit issued by the local planning authority (unless applying for renewal of a licence)
- If it has been published, a copy of the public notice (unless applying for renewal of a licence)
- A copy of proof of tenure of the proposed bingo centre premises
- A copy of floor plans (unless applying for renewal of a licence)
- A copy of the business plan including financial projections for the first 3 years, governance and compliance framework, how the use of Personal Electric Transmitter (PET) machines will be managed to control potential harm, how many sessions will be run per week, the number of and names of declared charitable or community organisations intended to be clients, methods of accepting gambling payments and proportions (cash etc.), experience in managing a business and venue and how the business will operate.

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## IMPORTANT INFORMATION

A bingo centre operator must have a Responsible Gambling Code of Conduct (Code) submitted as part of the licence application. The VGCCC may not approve a new licence application without a complaint Code and your application will not be finalised until a Code is lodged. Applicants may adopt an existing Code, a list of which is available at the VGCCC website.

If it wishes to develop its own Code, a bingo centre operator must refer to the Ministerial Directions which set out the matters which must be contained in a Code. The Ministerial Director is available on the VGCCC website.

In accordance with section 8.5.3 (2)(1) of the *Gambling Regulation Act 2003*, within 14 days of applying for a bingo centre operator's licence, the applicant must publish in a newspaper circulating in the area and in a newspaper circulating generally in Victoria, a notice containing the prescribed information (as detailed below) and a statement that any person may object to the grant of the licence by giving notice in writing to the VGCCC within 28 days of the date of publication, stating the grounds for the objection.

Set out below is the suggested format of the notice to be placed (refer also to regulation 74 of the *Gambling Regulations 2015*).

## SUGGESTED FORMAT OF THE PUBLIC NOTICE

The Victorian Gambling and Casino Control Commission has received an application for a bingo centre operator's licence from **(applicant's name)** of **(applicant's business address)** to operate bingo at (address of proposed centre).

In accordance with section 8.5.3 (2)(b) of the *Gambling Regulation Act 2003*, any person or organisation may object to the grant of this licence by giving notice in writing within 28 days from the date of this newspaper, stating the grounds for objection to:

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

For further information contact the VGCCC at [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)

## IMPORTANT INFORMATION

A new applicant must provide the relevant responsible authority, within the meaning of the Planning and Environment Act 1987, copies of the application pages (pages 4 and 5). The application pages notify the responsible planning authority of the application for a bingo centre operator's licence and provide it with relevant information concerning the application. Evidence of planning authority notification must be forwarded to the VGCCC immediately it occurs. In addition, a copy of the planning permit issued by the local planning authority must be attached.

# Bingo centre operator's licence – sole trader/partnership

## Signature

Application is being made to the Victorian Gambling and Casino Control Commission for a new bingo centre operator's licence

by (full name of applicant):

Full Name of Bingo Centre Premises Subject to this application:

Bingo Centre Premises Address:

I acknowledge a Gambling Industry Employee must be employed and on duty while bingo is being conducted.

I declare that I have read and understood the questions in this application form and the directions for answering them and I have answered the questions truthfully and completely to the best of my knowledge.

Applicant's signature:

Date:

Signature of witness\*:

Date:

Print name of witness:

\*Any adult can be a witness

Is the business to be run by a partnership

☐

YES

☐

NO

If **NO**, proceed to Q1.

If **YES**, provide the name of the partnership:

Provide the ABN number (if applicable):

Provide the name of each partner:

Provide the name of the authorised officer:

The partnership's registered office address:

Daytime telephone number:

Mobile telephone number:

Email address:

**Note:** Each partner must complete a bingo centre operator's licence – approval as a sole trader/partnership form. A copy of the Partnership Deed must be provided.

Have further details been provided on an attachment page?

☐

YES

☐

NO

# Bingo centre operator's licence – sole trader/partnership

## Applicant Details

### IMPORTANT INFORMATION

You **must** ensure that **all** names noted in Q4(a) - (d) are advised to the providers of your National Police Certificate and Credit Report.

#### 1. (a) The applicant is hereby applying for

(tick applicable box and provide details below):

- ☐ new bingo centre operator's licence, or
- ☐ renewal of a bingo centre operator's licence

Applicant's surname:

Applicant's first name:

Applicant's middle name(s):

Preferred given name:

Date of birth (dd/mm/yyyy):

Place of birth:

Country

State or region

Arrival date in Australia (if applicable, dd/mm/yyyy):

#### 1. (b) Are you currently known or have you previously been known by another name(s), including any alias(es), maiden name, married name(s) and name(s) changed via deed poll?

☐ YES ☐ NO

If **YES**, provide additional details below:

Name changed from:

Name changed to:

Date of change (dd/mm/yyyy):

Name changed from:

Name changed to:

Date of change (dd/mm/yyyy):

#### 1. (c) Have you had any legal name changes?

☐ YES ☐ NO

If **NO**, proceed to Q2.

If **YES**, provide additional details below:

Name changed from:

Name changed to:

Date of change (dd/mm/yyyy):

Name changed from:

Name changed to:

Date of change (dd/mm/yyyy):

Have further details been provided on an attachment page?

☐ YES ☐ NO

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## 2. Current Residential Address:

## 3. Postal address (if same as Q2, write 'as above'):

## 4. Contact details:

Contact number:

Email address:

## 5. Photographs:

Attach a colour passport size photograph taken within the last 3 months to this application.

### Complete the following:

#### 5. (a) I have attached a passport size photograph:

☐

YES

#### 5. (b) Date photographs taken

### IMPORTANT INFORMATION

Family members named in response to Q6 to Q9 are not required to complete an associate form as part of your request for approval. However, where investigations by the VGCCC highlight issues of concern, the VGCCC may determine that a completed associate form is required from one or more nominated family members. In this circumstance, you will be notified of the requirement for the provision of completed associate form/s and advised regarding the completion and lodgement of the required form/s.

## 6. Applicant's Marital Status:

☐

Married

☐

Single

☐

De Facto

☐

Separated

☐

Divorced

☐

Widowed

Spouse/De Facto:

First name:

Middle name(s):

Surname:

Date of Birth:

## 7. Applicant's parents, including both natural parents and step-parents:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

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## 8. Applicant's brothers and sisters: List all, including half/step brothers and sisters.

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

## 8. Applicant's brothers and sisters: List all, including half/step brothers and sisters. (cont'd)

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

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## 9. Applicant's children: List all, including step and adopted children.

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

## 9. Applicant's children: List all, including step and adopted children. (cont'd)

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:

Relationship to applicant:

First Name:

Middle Name(s):

Surname:

Date of birth:



# Bingo centre operator's licence – sole trader/partnership

## Racing and Gambling History

10. (a) Other than in Victoria, have you ever applied, either personally or via a business association\* (ie. as a director or company secretary of a company), for any racing or gambling industry licence, approval, authorisation or registration?

\*Business Association - includes a partnership, joint venture, collaboration or similar relationship, however described. This includes any association you have where you are or were a director or company secretary of a company or an office holder of an incorporated association either in or outside of Australia. A business association may be with a person, body or association.

☐ YES ☐ NO

If **NO**, proceed to Q11.

If **YES**, in respect of each application complete (a) & (b) below and proceed to Q11.

10. (b) If the application was granted/approved or is still pending, provide details below:

Type of licence, approval etc:

Licence No. (if known):

Name of Racing/Gaming Regulator (if known):

Name shown on licence, approval etc:

Licence/Approval Association dates (dd/mm/yyyy):

 to 

10. (c) If the application was refused or withdrawn, provide details below:

Type of licence, approval etc:

Date of application (mm/yyyy):

Name of Racing/Gaming Regulator (if known):

Provide reason for refusal or withdrawal of request on an attachment page.

Have further details been provided on an attachment page?

☐ YES ☐ NO

11. (a) Do you have any other associations within the gambling industry? If yes, please provide

Type of association:

Entity associated with:

State or country of operations:

11. (b) Do you have any business or personal relationships with known criminals?

☐ YES ☐ NO

If **YES**, please provide details:

## Other Regulatory History

12. (a) Have you personally, or any entity that you have been an officer of, ever been the subject of disciplinary action, regulatory breach, enforcement action or had an application for any licence or permit refused? Have you personally ever been disqualified from involvement in the management of an entity?

☐ YES ☐ NO

If **NO**, proceed to Q13.

If **YES**, provide the following details:

Number of occurrences:

Type of licence, approval etc.

Licence No. (if known)

Name of gaming regulator (if known)

Jurisdiction\*

\* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

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**12. (b) Is there any regulatory investigation underway against an entity you are associated with?**

☐ YES ☐ NO

If **YES**, please provide details:

**12. (c) If the application was refused or withdrawn, provide details below:**

Type of licence, approval etc.

Licence No. (if known)

Date of application (mm/yyyy):

Name of Gambling Regulator (if known):

Reason for refusal or withdrawal:

Have further details been provided on an attachment page?

☐ YES ☐ NO

**13. Have you ever been excluded from a casino, racecourse, gaming venue or online wagering provider?**

☐ YES ☐ NO

If **NO**, proceed to Q14.

If **YES**, provide details on an attachment page

Number of occurrences:

Have further details been provided on an attachment page?

☐ YES ☐ NO

**14. Have you been a member of or been employed by the Victorian Gambling and Casino Control Commission or its predecessors?**

☐ YES ☐ NO

If **NO**, proceed to Q15.

If **YES**, provide details below:

Position Held:

Date finished (mm/yyyy):

**15. Have you personally, or any entity that you have been an officer of, ever been investigated by a regulatory body or law enforcement agency? (e.g. ASIC, RIA, APRA, ACCC.)**

☐ YES ☐ NO

If **NO**, proceed to Q16.

If **YES**, provide details below:

Number of occurrences:

Type of licence, approval etc

Licence No. (if known):

Name of Regulator (if known):

Date action taken (mm/yyyy):

Type of action taken and reason:

Have further details been provided on an attachment page?

☐ YES ☐ NO

\* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

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## Legal Action

16. Have you personally, or any entity that you have been an officer of, ever been the defendant/respondent to any legal action in the past 10 years? (including in progress)

☐ YES ☐ NO

If **NO**, proceed to Q17.

If **YES**, provide the following details for each action:

Number of occurrences:

The legal action was (tick appropriate box):

☐ personal ☐ via business association

If via a business association, describe on an attachment page how your responsibilities or actions related to the legal action.

Nature of legal action:

Plaintiff:

Jurisdiction\*:

Result/Settlement (indicate here if not finalised):

Court or tribunal where matter was or is being heard (if applicable):

Case no. issued by court/tribunal (if known):

Date of delivery of judgement (if known, dd/mm/yyyy):

If a matter has been finalised you **must** provide a **copy** of independent documentation confirming the court outcome or, if settled out of court, a **copy** of the settlement agreement, regardless of whether any terms of the agreement are confidential. Copy of the court outcome or settlement agreement attached?

☐ YES

Have further details been provided on an attachment page?

☐ YES ☐ NO

## Charges, Findings of Guilt and Convictions

### IMPORTANT INFORMATION

If you currently live in Australia or if you have lived in Australia during the last 10 years this form **must** be accompanied by your **original** National Police Certificate (NPC). Your NPC **must** be obtained not more than 3 months before this form is lodged and you **must** ensure that **all** names noted in Q1(a) - (c) are advised when applying for your NPC. If all such names are not shown in your NPC, your application will **not** be accepted.

You disclose details at Q18 of any offence **not** included in your NPC, including participation in a Diversion Program, spent convictions, findings of guilt, suspended sentences, matters where a good behaviour bond is given and/or matters where no conviction is recorded, other court orders and provide details of all outstanding charges. Failure to disclose such matters may affect your application. However, Children's Court matters more than 10 years old and non-custodial traffic matters, which are those for which a penalty other than a jail sentence or community based order was given, are **not** matters which you are required to disclose at Q18.

In addition, if you currently live outside Australia or you have lived outside Australia for more than 12 months during the last 10 years you are requested to seek an equivalent report from the relevant Police Agency in that jurisdiction\*. An equivalent report, which must be an original document or a certified copy of the original document, would be expected to reveal details in relation to any convictions, findings of guilt (either with or without conviction) and any matters still outstanding against you.

17. Have you only lived in Australia during the last 10 years?

☐ YES ☐ NO

If **YES**, to Q17 an NPC must be provided.

If **NO**, you are required an NPC if you have lived in Australia at any time in the last 10 years and also provide an equivalent report from the relevant Police Agency which is an original document or a certified copy of the original document.

If an equivalent report is not enclosed, provide an explanation on an attachment page.

Have further details been provided on an attachment page?

☐ YES ☐ NO

\* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

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18. (a) Have you ever been charged with, or found guilty of, a criminal offence, or been investigated by a law enforcement agency for an alleged offence against you, that is not recorded on your attached Police documentation?

☐ YES ☐ NO

Number of occurrences:

18. (b) Have you ever participated in a Diversion Program?

☐ YES ☐ NO

If **NO**, Q18(a) and (b), proceed to Q19.

If **YES**, to Q18(a) or (b), provide details below in relation to each matter.

Number of occurrences:

Nature of Offence/Charge:

Date (dd/mm/yyyy):

Jurisdiction\*:

Result of Hearing or other Disposition (if known)

Have further details been provided on an attachment page?

☐ YES ☐ NO

## Establishment of Associates

19. How will the profits be distributed? (e.g. dividends to shareholders, capital reinvestment plans, etc)

Have further details been provided on an attachment page?

☐ YES ☐ NO

\* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

20. Are any individuals or entities entitled to receive from the applicant, directly or indirectly, any compensation (excluding wages and salaries), benefit or rents based on a percentage or share of the proceeds of bingo? (e.g. rent payable on a percentage of gross or net bingo turnover)

☐ YES ☐ NO

If **NO**, proceed to Q21.

If **YES**, provide details below:

**Note:** Any entity or person named in response to Q20 **must** complete an associate form.

Have further details been provided on an attachment page?

☐ YES ☐ NO

21. Provide details of the proposed management structure of the operations of the bingo centre. Include details of any existing or proposed management contract arrangements and the names and positions of personnel proposed to manage the operations of the bingo centre.

Have further details been provided on an attachment page?

☐ YES ☐ NO

## IMPORTANT INFORMATION

**Historical Personal Name Extract from the Australian Securities and Investments Commission (ASIC) and/or Equivalent Report from Other Jurisdictions\***

Regardless of your place of residence, you are required to provide an Historical Personal Name Extract from ASIC (a copy will not be accepted). If you are not recorded on ASIC's database you will be provided with a letter to that effect. In addition, if you have ever been a director or company secretary of a company registered in a jurisdiction outside Australia, you are requested to submit an equivalent report to the ASIC Historical Personal Name Extract from the regulatory authority in each of those jurisdictions with this form.

22. (a) Is your Historical Personal Name Extract from ASIC enclosed?

☐ YES ☐ NO

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**22. (b) Have you ever been a director or company secretary of a company registered in a jurisdiction\* outside Australia?**

☐ YES ☐ NO

If **NO**, proceed to Q23.

If **YES**, is an equivalent report from the regulatory authority in each of those jurisdictions attached?

☐ YES ☐ NO

If **NO**, provide reasons why an equivalent report from the regulatory authority in any of those jurisdictions\* has not been enclosed on an attachment page.

Have further details been provided on an attachment page?

☐ YES ☐ NO

## IMPORTANT INFORMATION

Q23 relates to any business interests, business associations (see definition at Q10) directorships or partnerships (either within or outside Australia), not disclosed in your ASIC Extract or any equivalent report. When completing Q23 you must disclose details of:

- All directorships (either within or outside Australia), including positions of director, secretary etc, you hold or have resigned from (whether or not the company is trading) during the last 3 years; and
- All business interests or partnerships you have been involved in (either within or outside Australia), including provision of finance of A\$50,000 or more in relation to any business dealing during the last 3 years.

**23. List below any business interests, business associations, directorships or partnerships (either within or outside Australia), NOT disclosed in your Extract from ASIC or any equivalent report:**

Have further details been provided on an attachment page?

☐ YES ☐ NO

**24. Have you operated or do you intend to operate under any business name/s?**

☐ YES ☐ NO

\* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

If **NO**, proceed to Q25.

If **YES**, provide details below.

Have further details been provided on an attachment page?

☐ YES ☐ NO

**25. Has your business/trading name changed in the last 3 years?**

☐ YES ☐ NO

If **NO**, proceed to Q26.

If **YES**, provide details below.

Name changed from:

Name changed to:

Date of change (dd/mm/yyyy):

Name changed from:

Name changed to:

Date of change (dd/mm/yyyy):

Have further details been provided on an attachment page?

☐ YES ☐ NO

**26. Are you making this application in your capacity as trustee for any Trust?**

☐ YES ☐ NO

If **NO**, proceed to Q27.

If **YES**, provide the following details:

**26. (a) Name(s) of Trust:**

Address:

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## 26. (a) Type of Trust (tick one only):

☐ Discretionary Trust ☐ Unit Trust

A copy of the Trust Deed **must** be provided. Is a copy of Trust Deed attached?

☐ YES

## 26. (b) List below details of the persons and/or entities that are beneficiaries or unit holders of the Trust:

Full Name:

Tick appropriate box ☐ Company ☐ Person

% of Ownership:

Income:



Full Name:

Tick appropriate box ☐ Company ☐ Person

% of Ownership:

Income:



Full Name:

Tick appropriate box ☐ Company ☐ Person

% of Ownership:

Income:



## 26. (c) Specify which of the beneficiaries/unit holders of the Trust received 10 per cent or more of the Trust's income distribution in any one of the last three (3) years:

## 26. (d) Of the Trust beneficiaries/unit holders, identify those who, by virtue of the Trust Deed have voting rights enabling them individually or as a group to remove/ change the Trustee or to influence the decisions of the Trustee.

Have further details been provided on an attachment page?

☐ YES ☐ NO

**Note:** All beneficiaries or unit holders identified at Q26(d) **must** complete an Associated Entity or Associated Individual form as appropriate.

## Financial Particulars

## 27. Are you the personal guarantor for someone else's debt or loan?

☐ YES ☐ NO

If **NO**, proceed to Q28.

If **YES**, is any person, including any corporation, in respect of whom you have given a guarantee in default of any agreements with respect to payment of a debt or loan?

Number of occurrences:

☐ YES ☐ NO

If **NO**, proceed to Q28.

If **YES**, provide details on an attachment page.

Have further details been provided on an attachment page?

☐ YES ☐ NO

## IMPORTANT INFORMATION

### Financial Institution letter

The Financial Institution letter (see Attachment 1) must be forwarded to the applicant's major financial provider for completion and submission as part of this application.

## 28. Is a Financial Institution letter from the major financial provider attached?

☐ YES ☐ NO

## IMPORTANT INFORMATION

You **must** obtain a Credit Report if:

- you currently live in Australia; or
- you do not currently live in Australia but have lived in Australia at any time during the last 10 years; or
- you are or have been during the last ten years a director or officeholder of an Australian company.

If your circumstances do not meet the criteria noted above, a Credit Report is **not** required. **Note:** If you live or have lived outside Australia for at least 12 months during the last 10 years you are requested to submit an equivalent report from the relevant agency in that jurisdiction\*.

You **must** ensure that **all** names noted in Q1(a)-(c) are advised when applying for your Credit Report. If any such names are not shown in your Credit Report, your application will **not** be accepted.

\* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

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## 29. Have you enclosed your Credit Report and/or an equivalent report from a relevant overseas jurisdiction\*?

☐ YES ☐ NO

If **NO**, proceed to Q30.

If **YES**, provide reasons why a Credit Report and/or an equivalent report from a relevant overseas jurisdiction has not been enclosed on an attachment page.

Have further details been provided on an attachment page?

☐ YES ☐ NO

## 30. Other than disclosed on your Credit Report, are you in default of any debt repayment or loan (including less than \$5,000)?

☐ YES ☐ NO

If **NO**, proceed to Q31. If **YES**, complete the following:

Number of occurrences:

Financial Institution or creditor:

Total amount owing:

Total amount in default:

Number of days payment is overdue:

Financial Institution or creditor:

Total amount owing:

Total amount in default:

Number of days payment is overdue:

Have further details been provided on an attachment page?

☐ YES ☐ NO

## 31. (a) Other than disclosed on your Credit Report, have you personally ever been subject to bankruptcy or any insolvency arrangements?

☐ YES ☐ NO

\* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

If **NO**, proceed to Q31(b).

If **YES**, complete the following and provide details of circumstances leading to bankruptcy/arrangement proceedings on an attachment page.

Number of occurrences:

Date of Bankruptcy/Arrangement (dd/mm/yyyy):

Date of Discharge/Completion (proposed date, dd/mm/yyyy):

**Note:** If you are a discharged bankrupt, a copy of your Certificate of Discharge From Bankruptcy must accompany this application (Do not send the original certificate).

Is a copy enclosed?

☐ YES

Name of Trustee:

Address:

## 31. (b) Are bankruptcy or any like proceedings pending?

☐ YES ☐ NO

If **NO**, proceed to Q32.

If **YES**, provide details of circumstances leading to these proceedings on an attachment page.

Have further details been provided on an attachment page?

☐ YES ☐ NO

## 32. Have you ever been an officer of an entity that has been wound up, placed into liquidation, had a receiver, controller, administrator or agent for a mortgage appointed, entered into a scheme of arrangement, or involved in similar proceedings?

☐ YES ☐ NO

If **NO**, to Q32, proceed to Q33.

If **YES**, to Q32, in relation to each matter complete the following and provide details of circumstances leading to proceedings on an attachment page.

Number of occurrences:

Company/Incorporated Association name:

Type of proceedings:

# Bingo centre operator's licence – sole trader/partnership

32. (continued)

Commencement date (dd/mm/yyyy):

Details of administrator, liquidator, receiver, controller, regulatory body or law enforcement agency:

Name:

Telephone number:

Have further details been provided on an attachment page?

☐ YES ☐ NO

## IMPORTANT INFORMATION

A list of the applicant's creditors, stating the name of the creditor, amount owing and number of days debt has been owed must be attached. The list should be completed as at the end of the latest calendar month and be **certified** by the applicant as to its accuracy.

33. Is a listing of your creditors attached?

☐ YES ☐ NO

If **YES**, proceed to Q34.

If **NO**, provide an explanation below:

Have further details been provided on an attachment page?

☐ YES ☐ NO

## IMPORTANT INFORMATION

**Copies** of your taxation returns and notices of assessment for the **three most recent completed financial years** must be provided, which should include the balance sheet and profit and loss (trading) statement of your business (if any). If the date of application is more than six months from the end of the most recent completed financial year, you must also provide a balance sheet and profit and loss statement covering the period from the most recent completed financial year to the date of application.

34. Copies of my taxation returns and notices of assessment for the three most recent completed financial years are enclosed.

☐ YES ☐ NO

## IMPORTANT INFORMATION

### Requirements for an applicant purchasing the business or freehold

Where an applicant is purchasing the business/freehold relating to this application, a **copy** of the contract of sale, details of the source of funding for the purchase and documentary evidence in support of the funding arrangements must be provided.

35. Have you purchased, or are you proposing to purchase, the business and/or freehold property that relate to this licence application?

☐ YES ☐ NO

If **NO**, proceed to Q36.

If **YES**, is relevant documentation as noted above attached?

☐ YES ☐ NO

36. Have you ever been disqualified from acting as an office holder of a company or are any like proceedings pending?

☐ YES ☐ NO

If **NO**, proceed to Q37.

If **YES**, provide details below:

Date of disqualification (day/month/year):

Jurisdiction\*:

Reason for disqualification/proceedings:

Have further details been provided on an attachment page?

☐ YES ☐ NO

\* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality



# Bingo centre operator's licence – sole trader/partnership

37. Statement of assets as at:  (dd/mm/yyyy)

List all assets (A\$) at the appropriate line below. Enter the amount as of the date of this statement, which should be a date as recent as possible and within the past 12 months. Joint assets must be distributed between the applicant and the spouse/de facto according to beneficial ownership.

ASSETS:	Applicant	Spouse/de facto
Cash on hand		
Cash at financial institutions (see Schedule A)		
Accounts receivable (See Schedule B)		
Shares and fixed interest securities (See Schedule C)		
Business investments (See Schedule D)		
Real estate (See Schedule E)		
Other assets (See Schedule F)		
<b>TOTAL ASSETS</b>		

38. Statement of all liabilities as at:  (dd/mm/yyyy)

List all liabilities (A\$) at the appropriate line below. Enter the amount as of the date of this statement, which should be a date as recent as possible and within the past 12 months. Joint liabilities must be distributed between the applicant and the spouse/de facto according to personal share of liability.

LIABILITIES:	Applicant	Spouse/de facto
Accounts payable		
Taxes payable		
Unsecured loans (see Schedule G)		
Secured loans (mortgages) (see Schedule H)		
Other liabilities (see Schedule I)		
<b>TOTAL LIABILITIES</b>		
<b>NET WORTH</b> (total assets less total liabilities)		
<b>CONTINGENT LIABILITIES*</b> (See schedule J)		

\* Contingent liabilities are potential debts that could be incurred, e.g. on default of a person for whom you have acted as loan guarantor

## 39. Source of funds for past five (5) years

39. (a) Australian tax year ended 30 June  (insert applicable year)

	Applicant	Spouse/de facto
Gross salary		
Interest		
Dividends		
Trust/partnership distributions		
Other income		
<b>TOTAL GROSS INCOME</b>		
<b>LESS DEDUCTIONS</b>		
<b>TAXABLE INCOME</b>		

# Bingo centre operator's licence – sole trader/partnership

39. (b) Australian tax year ended 30 June  (insert applicable year)

	Applicant	Spouse/de facto
Gross salary		
Interest		
Dividends		
Trust/partnership distributions		
Other income		
<b>TOTAL GROSS INCOME</b>		
<b>LESS DEDUCTIONS</b>		
<b>TAXABLE INCOME</b>		

39. (c) Australian tax year ended 30 June  (insert applicable year)

	Applicant	Spouse/de facto
Gross salary		
Interest		
Dividends		
Trust/partnership distributions		
Other income		
<b>TOTAL GROSS INCOME</b>		
<b>LESS DEDUCTIONS</b>		
<b>TAXABLE INCOME</b>		

39. (d) Australian tax year ended 30 June  (insert applicable year)

	Applicant	Spouse/de facto
Gross salary		
Interest		
Dividends		
Trust/partnership distributions		
Other income		
<b>TOTAL GROSS INCOME</b>		
<b>LESS DEDUCTIONS</b>		
<b>TAXABLE INCOME</b>		

39. (e) Australian tax year ended 30 June  (insert applicable year)

	Applicant	Spouse/de facto
Gross salary		
Interest		
Dividends		
Trust/partnership distributions		
Other income		
<b>TOTAL GROSS INCOME</b>		
<b>LESS DEDUCTIONS</b>		
<b>TAXABLE INCOME</b>		

### SCHEDULE A – Cash at financial institutions

List below all accounts, foreign and domestic, maintained by you solely or in conjunction with another person(s).

Name and address of financial institute	Name of person/s appearing on account	Account number	Date opened (dd/mm/yyyy)	Interest rate	Types of accounts	Balance at current date

### SCHEDULE B – Accounts receivable

List below all accounts receivable held by you solely or in conjunction with another person(s). For those not solely held by you, indicate the percentage (%) you hold.

Name and address of debtor	Date incurred (dd/mm/yyyy)	Original amount	Unpaid balance	% held	Payment/ period	Interest rate	Maturity date (dd/mm/yyyy)	Purpose	Collateral

### SCHEDULE C – Shares, Fixed Interest Security (bonds)

List below the information requested for all shares and bonds held or controlled by you. Whenever interest exists through a trust/mutual fund or holding company, the shares held by such trust/mutual fund or holding company need not be listed. Indicate publicly traded shares and bonds by an asterisk.\*

Issuer	Types	Number of Shares or units	Purchase price	Date of purchase (dd/mm/yyyy)	Name in which held	Market value

### SCHEDULE D – Business investment

List below the information requested regarding any business investment in which any direct, indirect, vested, or contingent interest is held by you, along with the names of all persons or entities that share a direct, vested or contingent interest therein. This should include but not be limited to joint ventures, partnerships, sole proprietorships and corporations. For those not solely held by you, indicate the percentage (%) you hold.

Entity	Type of entity	No. of shares* or units	% held	Purchase price	Date of purchase (dd/mm/yyyy)	Name in which held	Persons or entities sharing interest and percentage ownership	Market value

### SCHEDULE E – Real Estate

List below the information requested regarding any real property in which any direct, vested, or contingent interest is held by you, along with the name of persons or entities who share direct, indirect, vested or contingent interest therein. For those not solely held by you, indicate the percentage (%) you hold.

Address/location	Type	Size	Purchase price/ improvements at cost	% held	Date of purchase (dd/mm/yyyy)	Other owners	Income	Market value

### SCHEDULE F – Other assets

List below the information requested for all other assets held by you, (i.e. automobiles, personal property, cash surrender value of life insurance policies, pension plans, etc.).

Type of asset	Purchase price	Date of purchase (dd/mm/yyyy)	Market value	Other information

### SCHEDULE G – Unsecured loans

List below the information requested for all unsecured loans payable for which you are solely or partly obligated. If partly obligated, list percentage (%) of obligation.

Name and address of creditor	Date of incurred (dd/mm/yyyy)	Original amount	Unpaid balance	% of obligation	Payment/ period	Interest rate	Maturity date (dd/mm/yyyy)	Purpose	Collateral

### SCHEDULE H – Secured loans

List below the information requested for all secured loans payable for which you are solely or partly obligated. If partly obligated, list percentage (%) of obligation.

Name and address of creditor	Date of incurred (dd/mm/yyyy)	Original amount	Unpaid balance	% of obligation	Payment/ period	Interest rate	Maturity date (dd/mm/yyyy)	Purpose	Collateral

### SCHEDULE I – Other liabilities

List below the information requested for any other indebtedness for which you are solely or partly obligated. If partly obligated, list percentage (%) of obligation.

Name and address of creditor	Date of incurred (dd/mm/yyyy)	Original amount	Unpaid balance	% of obligation	Payment/ period	Interest rate	Maturity date (dd/mm/yyyy)	Purpose	Description of liability	Collateral

### SCHEDULE J – Contingent liabilities

List below the information requested for all contingent liabilities for which you are solely or partly obligated. If partly obligated, list percentage (%) of obligation.

Name and address of creditor	Date of incurred (dd/mm/yyyy)	Original amount	Unpaid balance	% of obligation	Payment/ period	Interest rate	Maturity date (dd/mm/yyyy)	Purpose	Collateral	Persons liable in addition to you

### SCHEDULE K – Directorships/Secretary

Please list any current directorships or where you are a Secretary.

Entity Name	Role	Business Description



# Bingo centre operator's licence – sole trader/partnership

## IMPORTANT INFORMATION

### Code of Conduct

A person registered with the VGCCC as a Bingo Centre Operator must have a Responsible Gambling Code of Conduct (Code) as part of the registration application.

The VGCCC may not approve a registration without a compliant code and your application will not be finalised until a code is lodged. A Bingo Centre Operator code must refer to the Ministerial Direction which set out the matters which must be contained in a Code. The Ministerial Direction is available on the VGCCC website.

## Responsible Gambling Code of Conduct

### 40. In regard to the Code, one of the following documents must be attached to this application:

- A statement confirming that an existing Code developed by an industry peak body has been adopted (refer to Attachment 5); or
- Where the applicant has amended an existing Code, a copy of that amended Code; or
- Where the applicant has developed its own Code, a copy of that Code.

Is one of the above documents attached?

☐ YES ☐ NO

## Advertising requirements

### 41. You are required to publish a copy of your application to run bingo within 14 days of submitting your application.

- ☐ I have attached a copy
- ☐ I will forward a copy

## IMPORTANT INFORMATION

An applicant must provide the relevant responsible authority within the meaning of the *Planning and Environment Act 1987*, copies of the application pages (pages 4 and 5). The application pages notify the responsible planning authority of the application for a bingo centre operator's licence and provide it with the relevant information concerning the application. Evidence of planning authority notification must be forwarded to the VGCCC immediately as it occurs. In addition, a **copy** of the planning permit used by the local planning authority must be attached.

### 42. (a) Have you provided the relevant responsible authority with copies of the application pages?

☐ YES ☐ NO

If **YES**, is evidence of planning authority notification attached?

☐ YES ☐ NO

If **NO**, you **must** forward evidence of planning authority notification to the VGCCC immediately notification occurs.

### 42. (b) Is a copy of the planning permit issued by the local planning authority attached?

☐ YES ☐ NO

If **NO**, you must forward a copy of the planning permit issued by the local planning authority to the VGCCC within 7 days of receiving it.

## Details of bingo centre premises

### 43. Bingo centre contact details:

Premises Phone No:

Bingo Centre Premises Email Address:

Full name of owner of the premises:

Address of owner:

Owner's Telephone no. (BH):

Owner's Telephone no. (AH):

**Note:** Any entity or person named in response to Q43 **may** be required to complete an Associated Entity or Associated Individual form, as appropriate.

# Bingo centre operator's licence – sole trader/partnership

44. (a) Is evidence of proof of tenure (i.e. a copy of the title or the lease agreement) for the bingo centre premises attached?

☐ YES ☐ NO

44. (b) Is a copy of floor plans (scale 1:50) detailing the location of the caller's podium, display boards, playing area, safe/ storage facilities for bingo tickets and money, toilets, catering facilities etc attached?

☐ YES ☐ NO

44. (c) Provide details below in relation to the security arrangements for bingo tickets:

44. (d) Provide details below in relation to the procedures for the handling and storage of money:

44. (e) Provide details below in relation to the location of safe/ storage facilities for money:

44. (f) Provide details below in relation to the equipment to be used:

Have further details been provided on an attachment page?

☐ YES ☐ NO

## Fee Payment

### IMPORTANT INFORMATION

Applications must be accompanied by the relevant fee. Please note that once an application has been registered, the application fee is non-refundable. To confirm the current fee, refer to the 'Gambling fees' fact sheet on our website. The application fee can be paid by:

- credit card (Visa or MasterCard).

Please lodge your completed application with the VGCCC and we will contact you directly to arrange payment if your application is accepted.

**Privacy** – the VGCCC is committed to responsible and fair handling of personal information consistent with the *Policy and Data Protection Act 2014* and its obligations under the *Gambling Regulation Act 2003*. Credit card details will be destroyed once your payment has been processed.

# Financial Information Release Form

Gambling Regulation Act 2003

In the matter of this application for a bingo centre operator's licence by:

**Name:** (Full name of applicant - print name)

of

**Address:** (Full address of applicant)

('applicant')

The applicant hereby authorises all **persons** who receive this **financial information release form** from the Victorian Gambling and Casino Control Commission (the VGCCC) and its staff to undertake the **authorised actions** for the **authorised purposes** as set out below:

## AUTHORISED ACTIONS

1. To allow the VGCCC to inspect and obtain a copy of any document, record or correspondence in the possession or under the control of the person, which contains information pertaining to the applicant (or to the applicant and another person and to any subsidiary, related body corporate, trust or partnership to which the applicant was a party), including but not limited to:
  - any loan information
  - any information relating to an account held with a financial institution (passbook, statement or other), including information relating to withdrawals, deposits, transfers and balances
  - any information (including trust account information) of any solicitor, accountant, real estate agent or other fiduciary.
2. To answer written or verbal queries of, and to provide information (by any means) to the VGCCC to undertake the authorised actions, about the financial resources of the applicant.

## RELEASE

In consideration of a bank, other financial institution, solicitor, accountant, financial adviser or any other person or organisation who has lent money to or borrowed from the applicant providing any of those particulars recorded against the applicant as detailed above under the heading 'Authorised actions', **I hereby release** the VGCCC to the full extent of the law and against any claim or demands of any kind and any actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the use or misuse of the information obtained out of this authorisation.

## AUTHORISED PURPOSES

To enable the VGCCC to be satisfied that the applicant and each of its associates is of sound and stable financial background and that, in conducting on-going monitoring, those financial resources continue to be desirable and satisfactory. This authorisation commences on the date below and continues until the later of:

- the VGCCC considers that the applicant no longer holds a bingo centre operator's licence; or
- the expiry of any bingo centre operator's licence (if granted).

Authorised Officer's signature

Dated (dd/mm/yyyy)

## NOTES

1. A photocopy of this form will be considered as effective and as valid as the original.
2. A reference in this **financial information release form** to the VGCCC includes a reference to a member of its staff and any other person appointed in writing by the VGCCC.

# Consent for Release of Information of Law Enforcement Agencies

Gambling Regulation Act 2003

In the matter of this application for a bingo centre operator's licence by:

**Name:** (Full name of applicant - print name)

of

**Address:** (Full address of applicant)

('applicant')

## CONSENT

I **consent** to the VGCCC carrying out all probity investigations in relation to me and my businesses including, but not limited to:-

(a) inspection of criminal, intelligence or other records kept or maintained by:

- Australian Federal Police;
- any casino regulatory body in any jurisdiction;
- any corporate regulatory agency in any jurisdiction;
- any government agency;
- any gaming regulatory body in any jurisdiction (collectively referred to as '**law enforcement agencies**');
- any crime investigation body in any jurisdiction; and
- any casino regulatory body;
- any police force of any jurisdiction in any state, country
- any court or administrative region.

(b) Release of particulars of any convictions, findings of guilt or other information recorded against me by the law enforcement agencies including, without limitation:-

- details of all prosecutions, including acquittals and matters withdrawn or dismissed and all findings of guilt, whether or not a conviction was recorded;
- matters or charges still outstanding;
- law enforcement agencies intelligence howsoever obtained;
- any other matters recorded as arising either in Victoria or elsewhere by any law enforcement agency and considered relevant by the VGCCC to the investigation or assessment of my application for approval as a bingo centre operator under the *Gambling Regulation Act 2003*.

## RELEASE

Upon signing this consent, the applicant hereby releases the VGCCC, each law enforcement agency and their servants, agents or contractors to the full extent of the law and against any claim or demands of any kind and any actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the use or misuse of the information obtained out of this consent, including particulars of any conviction, findings of guilt or other adverse material purporting to relate to the applicant.

## ACKNOWLEDGEMENT

I acknowledge having read and understood the terms of the consent and have noted that independent legal advice may be sought before signing this consent.

This consent commences on the date below and continues until the later of:-

- the VGCCC considers that I am no longer a bingo centre operator; or
- the expiry of any bingo centre operator's licence (if granted).

## EXECUTION AS A DEED

Signature of applicant:

Dated (dd/mm/yyyy)

Signature of witness:

Printed name of witness (any adult can be a witness)

## Attachment page

**NOTE:**

The following attachment page is provided for additional information that requires more space than that provided in the original question. Precede your entry with the question number and title to which the additional information relates.

Please copy if additional attachment pages are required.

Have you used an additional attachment page to provide any further information?

☐ YES ☐ NO

# Attachment 1 – Financial institution letter

The Manager

(Name/Address of Bank)

Dear Sir/Madam

(applicant's name)

has applied to the Victorian Gambling and Casino Control Commission (the VGCCC) for a bingo centre operator's licence.

As part of the application process, the VGCCC is performing a review of this applicant. In connection with this review, we request that you provide the following details:

- i. The amounts outstanding and available under all facilities made available to the applicant;
- ii. The next review date and expiry date for each existing facility;
- iii. The security held over each facility outlined above;
- iv. Whether any of the original facilities are in default of any payments of principal or interest;
- v. The nature of any current or previous discussions between yourselves and the applicant which may materially impact upon the continuing availability of credit to the applicant or have previously resulted in alterations to the original funding facility; and
- vi. Confirm that the bank supports the application.

The completion of this review is an integral part of the processing of the application for a bingo centre operator's licence, and accordingly, I would appreciate your reply at the earliest convenience.

Please forward your reply on this matter directly to the undersigned at the address listed below.

Yours Sincerely,

Signature:

Name and Position:

Address:

## Attachment 2 – Statement of Adoption of a Responsible Gambling Code of Conduct

**Note:** This Statement must be completed only if the applicant has adopted an Responsible Gambling Code of Conduct (Code) available on the VCCCC website.

Name of code:

**Please complete the following:**

Date code adopted by applicant (dd/mm/yyyy):

Signature of applicant:

Date (dd/mm/yyyy):

Printed name of applicant: