

# Bingo centre operator's licence – company or incorporated association

**This package contains the application and information material for approval of a company or incorporated association as a bingo centre operator.**

## How to apply

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 completed application to:

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

### or lodge in person at:

Level 4, 12 Shelley Street  
Richmond 3121

### or via email to:

[contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)

## Need help?

For more information on how to apply for a gambling licence or permit:

- visit the Victorian Gambling and Casino Control Commission (VGCCC) 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)

### Privacy policy

The VGCCC 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* (the Act).

### 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 Part 1, Division 6 of Chapter 10 of the Act. Go to [vgccc.vic.gov.au](http://vgccc.vic.gov.au) to access this Act.

## Important information

# Bingo centre operator's licence – company or incorporated association

## Directions for completion

**Answer every question and use BLOCK letters.**

- 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.
- 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.

You must carefully review the application form and lodgement checklist (see page 5) to ensure it is fully completed and that all required attachments are provided. This simple check could save unnecessary delays in registration and processing time of the application.

**The application form may be returned to you if you do not provide a response to all applicable questions, or if all required attachments are not enclosed.**

## Nomination of an authorised officer to complete the application form on behalf of the applicant

For the purposes of this application, the **'applicant'** must nominate an **'authorised officer'** responsible for the completion of an application form and for the certification of all information provided. The authorised officer will be an associate of the applicant and 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. The authorised officer is typically the chairman of the board of directors/committee of management, managing director, director, chief executive officer, public officer or club/company secretary.

## False or misleading information

It is an offence under the Act to give information that is false or misleading. If you give false or misleading information, your application may be refused and/or you may be prosecuted and fined up to 60 penalty units (go to Gambling Fees and Fines at [vgccc.vic.gov.au](http://vgccc.vic.gov.au) to confirm the current value of a penalty unit).

## Publication of disciplinary action

A bingo centre operator licence holder may be subject to disciplinary action being taken by the VGCCC. If the VGCCC does take disciplinary action against a licensed bingo centre operator, its decision, including the licensee's full name and licence number, will be published on the VGCCC website and in the VGCCC Annual Report.

## Notification of changes

### While your application is in progress

Between lodging the application and a decision being made about it, the VGCCC must be notified in writing about any changes to the information that has been provided (including any documents lodged with the application). Failure to provide the VGCCC with updated information may result in the application being refused, or any licence granted being subsequently cancelled.

### Following grant of a licence

If a licence is granted, the licensee will also be given a set of Directions which give a licensee an ongoing responsibility to notify the VGCCC of specified changes in its situation. Whenever a specified change takes place, written notice must be given to the VGCCC within 7 or 14 days of the change taking place. If the VGCCC is not notified of a specified change, disciplinary action may be taken against the licensee and/or the licensee may be prosecuted and fined up to 60 penalty units.

## 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:

- cheque or money order, made payable to the Victorian Gambling and Casino Control Commission; or
- credit card (Visa or MasterCard).

# Bingo centre operator's licence – company or incorporated association

## Who is an associate?

The questions contained in this application form assist to identify an applicant's associates. An application for a bingo centre operator's licence must be accompanied by completed Associated Individual or Entity forms for relevant associates identified from completing this form.

For the purposes of the Act an “**associate**” of a gambling industry participant is—

- (a) a person who holds or will hold any relevant financial interest, or is or will be entitled to exercise any relevant power (whether in right of the person or on behalf of any other person) in the gambling business of the gambling industry participant, and by virtue of that interest or power, is able or will be able to exercise a significant influence over or with respect to the management or operation of that business; or
- (b) a person who is or will be an executive officer, whether in right of the person or on behalf of any other person, of the gambling business of the gambling industry participant; or
- (c) if the gambling industry participant is a natural person—a person who is a relative of the gambling industry participant.

The Act provides the following definitions which assist to identify associates:

“**executive officer**”, in relation to a body (whether incorporated or not), means—

- (a) a director, secretary or member of the committee of management of the body (by whatever name called); or
- (b) any other person who is concerned with, or takes part in, the management of the body, whether or not the person's position is given the name of executive officer;

“**relative**”, in relation to a person, means—

- (a) the spouse or domestic partner of the person;
- (b) the parent, son, daughter, brother or sister of the person; or
- (c) a parent, son, daughter, brother or sister of the spouse or domestic partner of the person;

“**relevant financial interest**”, in relation to a gambling business, means—

- (a) any share in the capital of the business; or
- (b) any entitlement to receive any income derived from the business; or
- (c) any entitlement to receive any payment as a result of money advanced;

“**relevant power**” means any power, whether exercisable by voting or otherwise and whether exercisable alone or in association with others—

- (a) to participate in any directorial, managerial, or executive decision; or
- (b) to elect or appoint any person as an executive officer.

Associates of incorporated applicants may include:

- directors and committee members;
- shareholders with 10% or more of ordinary shares, and/or 10% or more of preference shares;
- persons or entities entitled to receive from the applicant, either directly or indirectly, any compensation (excluding wages and salaries) benefit or rents based on gaming machine revenue;
- subsidiaries, related entities or the ultimate holding entity of the applicant; and
- any other person or entity determined by the VGCCC to be an associate.

Subsequent investigations by the VGCCC may reveal additional associates of the applicant. These persons or entities will also be required to complete and submit an appropriate associate form.

## Lodgement of associate forms

As noted above, Associated Individual and Associated Entity forms are part of the application for a bingo centre operator's licence and must be lodged with this form. The VGCCC is aware of the confidentiality of personal information provided in Associated Individual forms. Accordingly, Associated Individual forms **may** be provided with an application in a **sealed envelope** with instructions that it may only be opened after it has been lodged with the VGCCC.

Where an Associated Individual has failed to provide necessary information, the form **may** be returned in a sealed envelope (marked ‘**strictly confidential**’ and ‘**to be opened by addressee only**’) to the authorised officer to organise completion and re-lodgement to the VGCCC.

## Term of Licence

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

## Who must nominate a nominee and when must a nominee be proposed?

The Act requires that within 60 days, or the longer period allowed by the VGCCC, after a bingo centre operator is notified that it has been granted a bingo centre operator's licence, the operator must—

- (a) nominate a natural person to be responsible as operator on behalf of the bingo centre operator; and
- (b) apply to the VGCCC for approval under this section of the person nominated.

In addition, within 60 days, or any longer period allowed by the VGCCC, after—

- (a) a bingo centre operator is notified by the VGCCC of a refusal to approve a person nominated under this section; or
- (b) a person nominated by the licensee and approved by the VGCCC resigns, is dismissed or ceases to manage or control the bingo centre —

the bingo centre operator must nominate another natural person to be responsible as operator on behalf of the bingo centre operator and apply to the VGCCC for approval of the person nominated.

## What is a nominee and what are a nominee's responsibilities?

The nominee is the natural person who is responsible as licensee on behalf of the bingo centre operator and is accountable for the management and control of the bingo centre.

## Is there a fee attached to a request for nominee approval?

There is currently no fee payable to request a nominee approval.

## What if I don't nominate a nominee or the nominee resigns?

If a bingo centre operator does not have a person who has been approved by the VGCCC to manage or control an approved venue, the directors or members of the committee of management of the body corporate are severally liable under the Act as licensee.

## Where can I get approval of a nominee application forms from?

Application forms for approval of a nominee of a bingo centre operator can be obtained from [vgccc.vic.gov.au](http://vgccc.vic.gov.au) or you may request an application form be posted to you by telephoning the VGCCC on 1300 599 759.

# Bingo centre operator's licence – company or incorporated association

The following documentation, where applicable, **must** be submitted with this application:

a **copy** of the Certificate of Registration and constitution (if a company) or a **copy** of the Certificate of Incorporation, rules and the minutes of the most recent meeting confirming the committee members (if an incorporated association) – *refer to Q1*

a **copy** of the Record of Registration for Business Name, unless submitted previously in connection with an earlier application – *refer to Q4*

a **copy** of the minute or resolution appointing the officer authorised to apply for a bingo centre operator's licence on behalf of the applicant – *refer to Q5*

a **copy** of independent documentation confirming the court outcome or, if settled out of court, a **copy** of the settlement agreement – *refer to Q8*

historical organisational extract (only applicable if the applicant is incorporated under Australian Corporations Law) – *refer to Q14 and attachment 1*

Associated Individual and Entity forms, as identified in Q5, Q15, Q17–Q19, Q21, Q22 and Q31

Accountant or Auditor's statement, or summary of financial information - *refer to Q23 and attachment 2*

a financial institution letter – *refer to Q24 and attachment 3*

a listing of the applicant's creditors– *refer to Q26*

company credit report – *refer to Q27 and attachment 4*

a **copy** of the Trust Deed – *refer to Q30(a)*

evidence of planning authority notification (unless applying for renewal of a licence) – *refer to Q31(a) and page 19*

a **copy** of the planning permit issued by the local planning authority (unless applying for renewal of a licence) – *refer to Q31(b) and page 19*

if it has been published, a **copy** of the public notice (unless applying for renewal of a licence) – *refer to Q32*

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) – *refer to Q34(a)*

a **copy** of proof of tenure of the proposed bingo centre premises – *refer to Q34(b)*

a **copy** of floor plans (unless applying for renewal of a licence) – *refer to Q34(c)*

required details regarding the Responsible Gambling Code of Conduct – *refer to Q35 and attachment 5*

a corporate family tree detailing the relationship of the company to any subsidiary, parent and related entities must be provided, if such a structure exists (if a company)

a **copy** of the Constitution/Replaceable Rules (if a company)

a **copy** of Rules/Constitution and Statement of Purpose (if an incorporated association)

# Bingo centre operator's licence – company or incorporated association

## Applicant details

### IMPORTANT INFORMATION

A **copy** of the Certificate of Registration and constitution (if a company) or a **copy** of the Certificate of Incorporation, rules and the minutes of the most recent meeting confirming the committee members (if an incorporated association) must be attached.

1. 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

Full name of applicant:

(company/incorporated association)

If the applicant is a **company**, provide the following details:

Australian Company Number (ACN):

Australian Business Number (ABN):

Date of Incorporation:

If the applicant is an **incorporated association**, provide the following details:

Associations Incorporation Number:

Australian Business Number (ABN):

Date of Incorporation:

2. The applicant's registered office address and contact details:

Daytime phone number

Mobile phone number

Email address

3. The applicant's postal address - if same as registered office address, write 'as above'.

4.(a) Has the applicant operated or does it intend to operate under any other business name/s?

☐ YES ☐ NO

If **NO**, proceed to Q4(b).

If **YES**, provide details below.

(b) Has the applicant's name or business/trading name changed in the last 3 years?

☐ YES ☐ NO

If **NO**, proceed to Q5.

If **YES**, provide details below.

Name changed from:

Name changed to:

Date of change:

**Note:** A **copy** of the Record of Registration for Business Name for each business name listed at Q4 must be attached (unless submitted previously in connection with an earlier application). The Record of Registration can be requested through ASIC at [asic.gov.au](http://asic.gov.au) or through Business Registration Service at [business.gov.au](http://business.gov.au)

Is a copy of the Record of Registration for each business name attached?

☐ YES ☐ NO

Have further details been provided on an attachment page?

☐ YES ☐ NO

5. Details of authorised officer on behalf of the applicant:  
(**Note:** The authorised officer must provide a copy of the minute or resolution authorising them to apply for a bingo centre operator's licence on behalf of the applicant and complete an Associated Individual form)

First name:

Middle name/s:

Surname:

Position held:

(e.g. company director/secretary, club president/secretary etc)

Email address:

Phone number (BH):

Phone number (AH):

Mobile phone number:

6. Full name of bingo centre premises subject to this application:

Bingo centre premises address:

7. Has the applicant ever applied for a liquor licence?

► YES ► NO

If **NO**, proceed to Q8.

If **YES**, has an application for a liquor licence ever been refused or has a licence ever been suspended or revoked or been subject to any disciplinary action?

► YES ► NO

If **YES**, provide details below:

Licence number (if known):

Jurisdiction\*:

Date action taken (month/year):

Reason for action taken:

Have further details been provided on an attachment page?

► YES ► NO

## Legal action

8. Has the applicant ever been the defendant/respondent to any legal action in the past 10 years (including in progress)?

► YES ► NO

If **NO**, proceed to Q9.

(**Note:** Failure to disclose relevant legal action will delay determination of any new bingo centre operator's licence connected to this application).

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

Nature of legal action:

Plaintiff:

Jurisdiction\*:

Result/Settlement:

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 a matter has been finalised a **copy** of independent documentation confirming the court outcome or, if settled out of court, a **copy** of the settlement agreement **must** be provided, regardless of whether any terms of the agreement are confidential.

Is a **copy** of the court outcome or settlement agreement attached?

► YES

Have further details been provided on an attachment page?

► YES ► NO



## Gaming history

**10.** Has the applicant ever applied for any gambling or racing industry licence, approval, authorisation or registration?

► YES      ► NO

If **NO**, proceed to Q12.

If **YES**, provide the following details for each application.

**(a)** If the application was granted/approved or is still pending, provide details below:

Type of licence, approval etc:

Licence number (if known):

Name of Racing/Gambling Regulator (if known):

Name shown on licence, approval etc

Licence/Approval Association dates:  
to

Reason for refusal or withdrawal:

Have further details been provided on an attachment page?

► YES      ► NO

**11.(a)** Has the applicant ever been the subject of disciplinary action, or had an application for any licence or permit refused?

► YES      ► NO

If **NO**, proceed to Q12.

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

Type of licence, approval etc:

Licence number (if known):

Name of Regulator (if known):

Details of action taken or any special conditions or restrictions imposed on a licence, approval etc:

Have further details been provided on an attachment page?

► YES      ► NO

**(b)** If the application was refused or withdrawn, provide details below:

Type of licence, approval etc:

Licence number (if known):

Name of Regulator (if known):

Name shown on licence, approval etc

Reason for refusal or withdrawal:

## Charges, findings of guilt and convictions

**12.** Has the applicant ever been charged with, or found guilty of, a criminal offence, or been investigated by a law enforcement agency for an alleged offence against the applicant?

► YES      ► NO

If **NO**, proceed to Q13.

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

Nature of offence:

City or town:

Date (dd/mm/yyyy):

Court/Tribunal etc:

Jurisdiction\*:

Result of Hearing or other Disposition:

If the ownership/management structure has changed from that at the time of the offence/s, describe how:

Have further details been provided on an attachment page?

► YES      ► NO

**13.** Has the applicant ever been investigated by a regulatory body or law enforcement agency? (e.g. ASIC, RIA, APRA, ACCC.)

If **NO**, proceed to Q14.

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

Name of regulatory body or law enforcement agency:

Nature of investigation:



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

Result:

Have further details been provided on an attachment page?

▶ YES ▶ NO

14. Has the Applicant ever taken part in a diversion program?

YES NO

If **NO**, proceed to Q15.

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

Nature of investigation or charge:

City or Town:

Jurisdiction\*:

Have further details been provided on an attachment page?

YES NO

### Corporate structure and establishment of Associates

#### IMPORTANT INFORMATION

**Historical organisational extract from the Australian Securities and Investments Commission (ASIC)**

**Applicants incorporated under Australian Corporations Law**

All applicants incorporated under Australian Corporations Law must lodge with this application form a historical organisational extract from ASIC (refer to instructions at Attachment 1).

**Applicants incorporated under the Associations Incorporation Reform Act 2012**

If the applicant is incorporated under the *Associations Incorporation Reform Act 2012*, an historical organisational extract is **not** required

15. Is a historical organisational extract from ASIC attached?

▶ YES ▶ NO

#### IMPORTANT INFORMATION

Q16 must be completed where the applicant is a company (if an incorporated association, proceed to Q16).

16. Does the applicant have an ultimate holding company (as defined below)?

▶ YES ▶ NO

If **NO**, proceed to Q17.

If **YES**, provide the ultimate holding company's name:

- **'ultimate holding company'** – is a corporation that is a holding company of the applicant company and is itself a subsidiary of no other corporation

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

(**Note:** Any entity named in response to Q15 **must** complete an Associated Entity form and associates of an ultimate holding company named in response to Q15 **must** also complete an Associated Entity or Associated Individual form as appropriate).

17. How will the profits of the applicant be distributed (e.g. shareholder dividends, capital reinvestment plans etc)?

Have further details been provided on an attachment page?

▶ YES ▶ NO

18. Detail below 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).

**Note:** Any entity or individual named in response to Q18 **may** be required to complete an Associated Entity or Associated Individual form as appropriate.)

Have further details been provided on an attachment page?

▶ YES ▶ NO

19. Provide details of the proposed management structure over 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 centre.

(**Note:** Any entity or person named in response to Q19 **may** be required to complete an Associate form.)

Have further details been provided on an attachment page?

▶ YES ▶ NO

20. List below the names of all current company directors and the company secretary (if a company) or the names of all current committee members and the secretary (if an incorporated association).

Name of Director/secretary, committee member:

Position held:

Name of Director/secretary, committee member:

Name of shareholder:

Position held:

Class of share:

Number of shares held:

Name of Director/secretary, committee member:

Name of shareholder:

Position held:

Class of share:

Number of shares held:

Name of Director/secretary, committee member:

Name of shareholder:

Position held:

Class of share:

Number of shares held:

Name of Director/secretary, committee member:

**Note:** Shareholders with 10% or more of shares in the applicant **must** complete an Associated Entity or Associated Individual form as appropriate. The VGCCC **may** also require any other shareholder of the applicant to complete an associate form.

Position held:

**23.** Do any of the shareholders holding 10% or more of shares hold those shares on behalf of, or in trust for, any person or entity?

Name of Director/secretary, committee member:

► YES ► NO

Position held:

If **NO**, proceed to Q24.

If **YES**, provide details below.

Name of Director/secretary, committee member:

Shares held by:

Position held:

Full name of beneficial owner:

**Note:** All persons identified above **must** complete an Associate form, except the nominee, who must complete a nominee form.

Number of shares held:

Shares held by:

#### IMPORTANT INFORMATION

Q21 to Q23 are only applicable where the applicant is a company. If the applicant is an incorporated association, proceed to Q23.

Full name of beneficial owner:

**21.** Give the total number of ordinary shares (voting and income entitlement shares) and preference shares (income entitlement shares only):

Number of shares held:

(i) ordinary shares total number:

Shares held by:

(ii) preference shares total number:

Full name of beneficial owner:

**22.** List below the names of the five (5) largest shareholders and the number of shares held:

Name of shareholder:

Number of shares held:

Class of share:

Number of shares held:

Name of shareholder:

**Note:** Where a beneficial owner of shares is named in response to Q23, and the beneficial owner holds a total of 10% or more of ordinary or preferential shares, the beneficial owner of the shares **must** complete an Associated Entity or Associated Individual form as appropriate.

Class of share:

Number of shares held:

## Financial particulars

### IMPORTANT INFORMATION

#### Accountant or Auditor's statement

The Accountant or Auditor's statement must be completed and provided with this application.

#### Holding Company's Accountant or Auditor's statement (if applicable)

An Accountant or Auditor's statement must be completed and provided with this application in respect of the holding company, if applicable.

#### Summary of financial information

In lieu of providing an accountant or auditor's statement, the applicant can provide a summary of financial information for **the three most recent completed financial years**. The applicant is advised to consult with its accountant or auditor to ensure that the true and correct summary of financial information is provided. The VGCCC may subsequently request audited financial statements be submitted in the event that this summary is found to be incomplete, incorrect or misleading.

The applicant must also ensure the solvency declaration at the end of this section is signed by each Director of the applicant. The solvency declaration requires each Director to declare that they have a reasonable belief that the company will be able to pay its debts as and when they become due and payable.

This solvency declaration will assist the Commission to consider whether the applicant is of sound and stable financial background for the purposes of the *Gambling Regulation Act 2003*.

**24.** Is an Accountant or Auditor's statement for the Applicant or, where applicable, the holding company attached?

☐ YES ☐ NO

If **YES**, proceed to Q25.

If **NO**, provide reasons on an attachment page.

**(a)** If an Accountant or Auditor's statement is not attached, is the summary of financial information and Director's solvency declaration attached?

☐ YES ☐ NO

Have further details been provided on an attachment page?

☐ YES ☐ NO

### IMPORTANT INFORMATION

#### Financial institution letter

The financial institution letter (see attachment 3) **must** be forwarded to the applicant's major financial provider for completion and submission as part of this application. Where the applicant has no financial history or has traded for less than 12 months, but a holding company exists, the Financial Institution letter should be forwarded to the holding company's major financial institution for completion and submission as part of this application.

**25.** Is a financial institution letter from the applicant's or, if applicable, the holding company's major financial provider attached?

☐ YES ☐ NO

**26.** Provide details of all financial institutions and other sources with which the company or incorporated association has accounts, borrowings or investments of \$50,000 or more:

**(i)** Financial institution/source name:

Branch/source address:

Nature of account:

**(ii)** Financial institution/source name:

Branch/source address:

Nature of account:

Have further details been provided on an attachment page?

☐ YES ☐ NO

### IMPORTANT INFORMATION

#### List of creditors

A listing of the applicant's creditors, stating the name of the creditor, amount owing and number of days debt has been owed, if applicable, must be attached. The list should be completed as at the end of the latest calendar month and be **certified by the authorised officer** on behalf of the applicant as to its accuracy. Where an applicant has never traded but a holding company exists, a listing of the holding company's creditors must instead be provided as part of this application.

**27.** Is a listing of the applicant's creditors or, where an applicant has never traded but a holding company exists, a listing of the holding company's creditors attached?

☐ YES ☐ NO

If **YES**, proceed to Q28.

If **NO**, provide reasons on an attachment page.

Have further details been provided on an attachment page?

☐ YES ☐ NO

### IMPORTANT INFORMATION

All applicants (whether a company or an incorporated association) **must** lodge with this application form a business credit file. (refer to instructions at attachment 4).

**28.** Is the applicant's business credit file attached?

☐ YES ☐ NO

29. Other than what has been disclosed on the Credit File, is the applicant in default of any debt repayment or loan (including less than \$5,000)? (**Note:** Do not include details unless a payment is overdue or in arrears)

► YES ► NO

If **NO**, proceed to Q30.

If **YES**, complete the following (**Note:** All amounts must be stated in Australian currency):

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:

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

30.(a) Has the applicant ever 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 other similar proceedings? (**Note:** Include any pending arrangements known to the applicant)

► YES ► NO

If **NO**, proceed to Q31.

If **YES**, provide details in next column.

Type of proceedings:

Date action taken (dd/mm/yyyy):

Reason for action taken:

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

Name:

Phone number:

Have further details been provided on an attachment page?

► YES ► NO

31. Is the applicant the guarantor for someone else's debt or loan?

► YES ► NO

If **NO**, proceed to Q32.

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?

► YES ► NO

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

Have further details been provided on an attachment page?

► YES ► NO

32. Other than what has been disclosed on the Credit File, has the applicant ever been subject to bankruptcy or insolvency arrangements?

► YES ► NO

If **NO**, proceed to Q33.

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

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 ► NO

33. Is the applicant a Corporate Trustee?

► YES ► NO

If **NO**, proceed to Q34.

If **YES**, a copy of the Trust Deed must be attached and Q33(a) - (d) completed.

(a) Name(s) of Trust:

Address:

Type of Trust (tick one only):

☐ Discretionary ☐ Trust Unit Trust

Is a copy of the Trust Deed attached?

☐ YES ☐ NO

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

Full name:

☐ Company ☐ Person (tick appropriate box)

% of ownership - voting: % of ownership - income:

Full name:

☐ Company ☐ Person (tick appropriate box)

% of ownership - voting: % of ownership - income:

Full Name:

☐ Company ☐ Person (tick appropriate box)

% of ownership - voting: % of ownership - income:

Full Name:

☐ Company ☐ Person (tick appropriate box)

% of ownership - voting: % of ownership - income:

(c) Specify all of the current beneficiaries/unit holders of the Trust who received 10% or more of the Trust's income distribution in any one of the last 3 years:

Name:

Name:

Name:

(d) Identify below **all** trust beneficiaries/unit holders with voting rights that, by virtue of the Trust Deed, enable them individually or as a group to remove/change the Trustee or to influence the Trustee's decisions.

Name:

Name:

Name:

**Note:** All persons identified by Q33(d) **must** complete an Associated Individual form.

Have further details been provided on an attachment page?

☐ YES ☐ NO

## Notification of application

### IMPORTANT INFORMATION

#### Application being made to renew a current bingo centre operator's licence

The requirements noted below do not apply where an application is being made to renew a bingo centre operator's licence. **If this is the case proceed to Q36.**

#### Application being made for a new bingo centre operator's licence

If applying for a new bingo centre operator's licence, the applicant must provide the relevant responsible authority, within the meaning of the *Planning and Environment Act 1987*, a **copy** of the application page (page 19). The application page notifies the responsible planning authority of the application for a bingo centre operator's licence and provides 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.

**34.(a)** If applying for a new bingo centre operator's licence, has the relevant responsible authority been provided with a copy of the application page?

☐ YES ☐ NO

If **NO**, the authorised officer, on behalf of the applicant, **must** forward evidence of planning authority notification to the VGCCC immediately notification occurs.

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

☐ YES

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

☐ YES

## Advertising requirements

### IMPORTANT INFORMATION

#### Application being made to renew a current bingo centre operator's licence

The requirement noted below does not apply where an application is being made to renew a bingo centre operator's licence. **If this is the case proceed to Q36.**

#### Application being made for a new bingo centre operator's licence

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 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:

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) or 1300 599 759.

**35.** If applying for a new bingo centre operator's licence, has the notice been published?

► YES ► NO

If **YES**, is a copy of the publication of the notice attached?

► YES ► NO

If **NO**, the authorised officer, on behalf of the applicant, **must** forward to the VGCCC a copy of the advertisement immediately following its publication.

### Details of bingo centre premises

**36.** Bingo centre contact details:

Premises phone number:

Bingo centre premises email address:

Full name of owner of the premises:

Address of owner:

Owner's phone number (BH):

Owner's phone number (AH):

**Note:** Any entity or person named in response to Q36 **may** be required to complete an Associated Entity or Associated Individual form, as appropriate.

**37.** Provide the following information, where applicable, in relation to the bingo centre.

**(a)** Have you purchased, or are you proposing to purchase, the business and/or freehold property in relation to the bingo centre which is subject to this licence application?

► YES ► NO

If **YES**, you **must** provide a **copy** of the contract of sale, details of the source of funding and documentary evidence in support of the funding arrangements.

Have you attached this documentation?

► YES ► NO

**(b)** 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

**(c)** 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? (**Note:** This requirement does not apply where an application is being made to renew a bingo centre operator's licence)

► YES ► NO

**(d)** Provide details below in relation to the security arrangements for bingo tickets:

**(e)** Provide details below in relation to the procedures for the handling and storage of money:

**(f)** Provide details below in relation to the location of safe/storage facilities for money:

**(g)** Provide details below in relation to the equipment to be used (e.g. random number generator):

Have further details been provided on an attachment page?

► YES ► NO



## Responsible Gambling Code of Conduct

### IMPORTANT INFORMATION

#### Responsible Gambling Code of Conduct (Code)

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

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 and the criteria and benchmarks applied by the VGCCC in assessing a Code. The Ministerial Directions and the VGCCC criteria and benchmarks are available at the VGCCC website under 'Responsible Gambling'.

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

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

Is one of the above documents attached?



YES



NO

### Declaration by Authorised Officer

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.

Signature of authorised officer:

X  
\_\_\_\_\_  
Signature of authorised officer

Date:

Signature of witness\*:

X  
\_\_\_\_\_  
Signature of witness

Date:

Print name of witness:

*\*Any adult can be a witness.*



This page intentionally left blank.

### 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:

- cheque or money order, made payable to the Victorian Gambling and Casino Control Commission; or
- credit card (Visa or MasterCard)

If you wish to make payment by credit card, 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* and the *Liquor Control Reform Act 1998*. Credit card details will be destroyed once your payment has been processed.

This page intentionally left blank.

# Bingo centre operator's licence – company or incorporated association

## IMPORTANT INFORMATION

### Notification of application to the relevant responsible planning authority

*The Gambling Regulation Act 2003* provides that within 14 days of applying for a bingo centre operator's licence, a **copy** of this application page must be sent to the relevant responsible authority within the meaning of the *Planning and Environment Act 1987*, with jurisdiction over the premises subject to this application. Immediately following the submission of a copy of the application page to the relevant responsible planning authority, evidence of its submission must be forwarded to the VGCCC.

**Note:** This requirement does not apply to an application made to renew a bingo centre operator's licence under section 8.5.11 of the *Gambling Regulation Act 2003*.

## Applicant details

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

(full name of company/incorporated association)

(registered address)

The name of the bingo centre premises subject to this application is;

(full name)

and is located at the following address;

Signature of authorised officer:

X \_\_\_\_\_  
Signature of authorised officer

Date:

(full name of authorised officer)

# Financial information release form

Gambling Regulation Act 2003

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

Name: \_\_\_\_\_ of \_\_\_\_\_  
(Full name of applicant)

Address: \_\_\_\_\_ ('applicant')  
(Full address of applicant)

I, \_\_\_\_\_  
(Full name of Authorised Officer signing the application on behalf of the applicant)

being the duly authorised officer of the applicant hereby authorise all persons who receive a photocopy of this **financial information release form** from the Victorian Gambling and Casino Control Commission (VGCCC) 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 is no longer a bingo centre operator; or
- the expiry of any bingo centre operator's licence (if granted).

X

Signature of authorised officer

Date:

## 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 by law enforcement agencies

*Gambling Regulation Act 2003*

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

Name: \_\_\_\_\_ of \_\_\_\_\_  
(Full name of applicant)  
Address: \_\_\_\_\_ ('applicant')  
(Full address of applicant)

## Consent

The applicant hereby consents to all probity investigations carried out by the Victorian Gambling and Casino Control Commission (VGCCC) and its staff, including but not limited to:

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

- the Victoria Police;
- any crime investigation agency;
- any gambling regulatory body;
- any Court;
- any State, Territory, federal or overseas police force;
- any corporate regulatory agency;
- any casino regulatory body;
- any government agency.

(collectively referred to as 'law enforcement agencies')

(b) release of particulars of any convictions, findings of guilt or other information recorded against the applicant 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 a bingo centre operator's licence 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 the release and have noted that independent legal advice may be sought before signing this consent. This authorisation commences on the date below and continues until the later of:-

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

A photocopy of this form will be considered as effective and as valid as the original.

### Execution as a Deed

X \_\_\_\_\_  
Signature of authorised officer

Date:

X \_\_\_\_\_  
Signature of witness

Date:

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

## Attachment 1 – Historical organisational extract

### Background

A historical organisational extract identifies the type, status, registered address, roles within the organisation, share structure, members and charges and documents lodged (current and historical) of organisations registered with the Australian Securities and Investments Commission (ASIC).

When making a search application to ASIC, ensure that you specify that you require a historical organisational extract and **not** a current organisational extract. A historical organisational extract identifies both **current and historical** information about the applicant, while the current extract identifies only current information. If this application form is lodged with an extract other than an historical organisational extract it will be considered incomplete.

In addition, the historical organisational extract **must** have been issued within three months of the date of lodgement of this form. If you fail to meet any of these requirements (i.e. you do not provide a historical organisational extract or you enclose either a photocopied extract or an extract issued more than three months prior to the date of lodgement of this form) the application form will be considered incomplete.

All matters detailed in the applicant's historical organisational extract are taken into consideration by the Victorian Gambling and Casino Control Commission. Should you wish to dispute or amend any of the information disclosed in the applicant's historical organisational extract you should do so with ASIC prior to lodging your application.

### Fee for searching ASIC databases

Fees are payable for searching ASIC databases. ASIC fees for on-line/telephone searches through brokers may differ from the fees charged at an ASIC business centre. Information brokers, however, may charge a service delivery fee in addition to the ASIC fee. The delivery fee may vary between brokers. ASIC does not regulate the amount of broker delivery fees.

ASIC can advise you of the cost of obtaining a historical organisational extract.

### How to apply for your historical organisational extract

A historical organisational extract can be obtained from ASIC. You may also contact ASIC's Infoline or refer to the ASIC website to obtain details of regional ASIC business centres and ASIC representatives, or information brokers.

### Contact details

Website: [asic.gov.au](http://asic.gov.au)

Email: [info.enquiries@asic.gov.au](mailto:info.enquiries@asic.gov.au)

ASIC's Infoline: 1300 300 630



## Attachment 2 – Accountant or Auditor's statement

*Gambling Regulation Act 2003*

### Background

In the matter of this application, and for the purposes of ongoing monitoring, Section 8.5.6(2)(b) of the *Gambling Regulation Act 2003* (the Act) requires the Commission to consider whether an applicant for a bingo centre operator's licence or renewal of such licence is of 'sound and stable financial background'.

The following statement is to be completed by a Certified Practicing Accountant or Associate Chartered Accountant. This statement is provided for the sole purpose of assisting the Commission to assess an application made under the Act.

Name of applicant:

Name of accountant or auditor:

Accountant or auditor's address:

Qualification: ☐ Certified Practicing Accountant ☐ Chartered Accountant

I have considered all relevant documentation relating to the financial affairs of the above applicant. I am satisfied that at the time of making this statement, the applicant is able to pay its debts when and as they become due and payable.

Please specify below, or attach to this statement, any qualifications or explanations relating to the above statement that you wish to make.

X

Signature of accountant

Date:

(Printed name of signatory)

# Attachment 2(a) – Summary of financial information

*Gambling Regulation Act 2003*

## Background

In lieu of providing an accountant or auditor's statement, the applicant can complete this section with the required summary of its financial information for the three most recent completed financial years. The applicant is advised to consult with its accountant or auditor to ensure that a true and correct summary of financial information is provided.

The VGCCC may subsequently request audited financial statements be submitted in the event that this summary is found to be incomplete, incorrect or misleading. The applicant must also ensure the solvency declaration at the end of this section is signed by each Director of the applicant. The solvency declaration requires each Director to declare that they have a reasonable belief that the company will be able to pay its debts as and when they become due and payable.

This solvency declaration will assist the Commission to consider whether the applicant is of sound and stable financial background for the purposes of the *Gambling Regulation Act 2003*.

Year ended

### Profit & Loss Statement

Total Sales/Revenue			
Less: Cost of Sales			

Gross Operating Profit			
Other Income (please specify)			

<b>Total Income</b>			
Less: Operating Expenditure			

<b>Net Profit/(Loss) before taxation</b>			
Less: Taxation Payable			

<b>Net Profit/(Loss) after taxation</b>			
---	--	--	--

<b>Profit &amp; Loss Appropriation</b>			
Net Profit/(Loss) after taxation			
Retained Profits/(Losses) b/fwd			
Distribution to Beneficiaries			
Dividends declared/paid			
Others (please specify)			

<b>Retained Profits/(Losses) c/fwd</b>			
--	--	--	--

Year ended

#### Current Assets

Cash & deposits			
Trade debtors			
Other debtors			
Inventories			
Amounts owing by related parties/entities			
Amounts owing by shareholders/unit-holders			
Others (please specify)			

<b>Total current assets</b>	<b>a</b>		
-----------------------------	----------	--	--

<b>Non-current assets</b>			
Property, plant & equipment			
Intangible assets			
Amounts owing by related parties/entities			
Amounts owing by shareholders/unit-holders			
Others (please specify)			

<b>Total non-current assets</b>	<b>b</b>		
---------------------------------	----------	--	--

<b>Total assets (a+b)</b>	<b>c</b>		
---------------------------	----------	--	--

#### Current liabilities

Bank overdraft & loans (secured)			
Trade creditors			
Sundry creditors			
Amounts owing by related parties/entities			
Amounts owing by shareholders/unit-holders			
Tax/GST liabilities			
Others (please specify)			

<b>Total current liabilities</b>	<b>d</b>		
----------------------------------	----------	--	--

Year ended

#### Non-current liabilities

Bank overdraft & loans (secured)			
Amounts owing by related parties/entities			
Amounts owing by shareholders/unit-holders			
Provisions			
Others (please specify)			

<b>Total non- current liabilities</b>	<b>e</b>		
---------------------------------------	----------	--	--

<b>Total liabilities</b>	<b>f</b>		
--------------------------	----------	--	--

<b>Net assets (c-f)</b>	<b>g</b>		
-------------------------	----------	--	--

#### Equity

Issued capital/settlement sum			
Reserves			
Retained profits/(losses)			
Others (please specify)			

<b>Total equity</b>	<b>h</b>		
---------------------	----------	--	--

Net assets **(g)** must be equal to total equity **(h)**

## Authorised officer declaration

I, the authorised officer of the applicant declare and confirm that the attached audited financial statements or the summary of financial information provided are true and correct on the understanding that the applicant and myself are liable to prosecution for providing false and misleading information.

Name of authorised officer

X

Signature of authorised officer

Date:

## Directors declaration

The persons listed below declare that we are the Directors of the applicant and that we have enquired into the financial affairs of the applicant. We declare that we are satisfied that at the time of making this application, the applicant is able to pay its debts as and when they become due and payable.

Name of Director:

X

Signature of Director

Date:

Name of Director:

X

Signature of Director

Date:

Name of Director:

X

Signature of Director

Date:

Name of Director:

X

Signature of Director

Date:

Name of Director:

X

Signature of Director

Date:

## Attachment 3 – 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 operators licence.

As part of the application process, the VGCCC is performing a review of this company/incorporated association\*. In connection with this review, we request that you provide the following details:

- the amounts outstanding and available under all facilities made available to the company/incorporated association\*;
- the next review date and expiry date for each existing facility;
- the security held over each facility outlined above;
- whether any of the original facilities are in default of any payments of principal or interest;
- the nature of any current or previous discussions between yourselves and the company/incorporated association which may materially impact upon the continuing availability of credit to the corporation or have previously resulted in alterations to the original funding facility; and
- confirm that the bank supports the application.

The completion of this review is an integral part of the processing of the application for registration as a bingo centre operator, 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,

X  
\_\_\_\_\_  
Signature

Date:

Name:

Position:

Address:

\* Delete where inapplicable

## Attachment 4 – Business credit file

### Background

As part of this application form, the applicant must apply for a business credit file (credit file) which will identify any matters entered against the applicant by any financial provider. A business credit file can be obtained from either Equifax or illion.

The credit file must be forwarded to the VGCCC with this application form. The credit file must be no older than three (3) months at lodgement of the application. If the applicant fails to meet any of these requirements or does not attach a credit file, the application form will be considered incomplete.

**All** matters detailed in the credit file are taken into consideration by the VGCCC and are essential to allow an assessment of the applicant's financial resources. If the applicant wishes to dispute any of the information disclosed in the credit file, the provider of the credit file must be contacted prior to the application form being lodged.

### How to apply for a business credit file

#### illion

To obtain your Credit Report from illion please visit [express.illion.com.au](https://express.illion.com.au) or alternatively, you may contact illion on 13 23 33 to arrange for its provision. Additional information may also be found at [illion.com.au](https://illion.com.au).

#### Equifax

To obtain your Credit Report from Equifax, please visit [mycreditfile.com.au](https://mycreditfile.com.au) or alternatively, you may contact Equifax on 13 83 32 to arrange for its provision. Additional information may also be found at [mycreditfile.com.au](https://mycreditfile.com.au).



## Attachment 5 – Statement of adoption of an approved generic responsible gambling code of conduct

### Statement for completion by Authorised Officer

**Note:** This statement must be completed only if the applicant company/incorporated association has adopted an approved generic Responsible Gambling Code of Conduct (Code) approved by the Victorian Gambling and Casino Control Commission.

Name of Approved Generic Code:

VGCCC code number\*:

Date Code adopted by applicant (day/month/year):

**Note:** A copy of the minutes of the board/committee meeting which confirms adoption of an approved generic Code **must** be attached.

Is a copy of the minutes attached?

☒ YES

X \_\_\_\_\_  
Signature of authorised officer

Date:

X \_\_\_\_\_  
Signature of witness

Date:

Printed name of authorised officer

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

\* The VGCCC code number can be found with the Code on the VGCCC website.

## Attachment page

**NOTE:**

This 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 page

**NOTE:**

This 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