

Approval of premises for gaming

This package contains the application and information material for approval of premises for gaming.

How to apply

Send application to:

Victorian Commission for Gambling and Liquor Regulation
GPO Box 1988
Melbourne Vic 3001

or lodge in person at:

49 Elizabeth Street
Richmond

Need help?

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

- visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website at vcglr.vic.gov.au
- telephone the VCGLR on 1300 182 457
- email the VCGLR at contact@vcglr.vic.gov.au



Approval of premises for gaming

Making an application

Section 3.3.4 of the *Gambling Regulation Act 2003* makes provisions for applications for approval of premises as suitable for gaming. Applications filed with the VCGLR must be in the approved form and accompanied by the prescribed fee (go to vcglr.vic.gov.au/Fees-Fines to confirm the fee).

Applicants must also ensure that all items on the Mandatory Information Checklist are lodged with this application form. Incomplete applications will not be accepted and will be returned to the applicant.

A complete copy of the application must be given to the responsible authority and then lodged with the VCGLR **within three days** of receipt by the responsible authority, unless there are exceptional circumstances. If there are exceptional circumstances the VCGLR may extend the period of time within which the applicant may make the application.

The VCGLR must determine an application at a public hearing within 60 days of either:

- being notified that the responsible authority will not make a submission (the responsible authority must advise whether it intends to make a submission within 37 days of receiving a notice from the VCGLR); or
- receiving a submission from the responsible authority (the responsible authority has a total of 60 days from receipt of a notice from the VCGLR to make a submission).

As an applicant you will be required to appear at the public hearing and present evidence in support of your application. If a responsible authority makes a submission relating to an application, it may also appear at the public hearing and provide their evidence to support its position.

The application form

Part A of this application form requires detail relating to the premises, planning permits, liquor licensing, gaming machine area plans and premises plans. Providing this information will assist the Commission in determining whether your venue is, or upon completion of building works will be, suitable for the purpose of gaming.

Following receipt of an application, a site inspection will be carried out by an Inspector. The Inspector will assess the suitability of the premises for the management and operation of gaming machines, in particular whether the size, layout and facilities are suitable. You may be required to provide further information in connection with your application. For further information relating to **Part A** of this application please contact the VCGLR on 1300 182 457.

Part B of this application requires details relating to the economic and social impact of the application. This information will assist the Commission in determining whether the application is likely to result in net social and economic detriment to the local community in which the premises is located.

Amending an application

An application may be amended at any time before it is determined by the VCGLR. An amended application must be given to the responsible authority and lodged with the VCGLR **on the same day**. An applicant cannot amend the number of gaming machines sought in an application once the first 30 days after giving a copy of the application to the responsible authority has elapsed.

Responsible authority

Section 3.3.6 of the *Gambling Regulation Act 2003* provides the responsible authority with an opportunity to make a submission regarding the economic and social impact of the proposal on the local community within specified time frames.

Information you provide in **Part B** of this application will assist the responsible authority in making an economic and social impact submission (should they choose to). The submission form used by responsible authorities can be found at vcglr.vic.gov.au/Submission form.

A submission from a responsible authority is due 60 days after the responsible authority receives notification from the VCGLR advising of the application. If an application is amended, the responsible authority has a further 60 days to respond from the date it receives the amended application. The responsible authority must also advise the VCGLR whether it intends to make a submission within 37 days from receiving notification from the VCGLR advising of the application, or from receiving an amended application.

If an amendment to the number of gaming machines sought in the application is received within the first 30 days after giving a copy of the application to the responsible authority, the VCGLR may grant an extension of 30 days for the responsible authority to make a submission.

You can supply any additional information to the VCGLR and the responsible authority which may be of assistance in making an assessment of your proposal. The information required by this application is only the minimum that can be supplied. Applicants and responsible authorities are free to communicate directly throughout the application process.

For further information relating to **Part B** of this application please contact the VCGLR on 1300 182 457.

Important Information

Approval of premises for gaming

Matters for consideration

The matters the VCGLR will consider when determining whether to approve an application for approval of premises as suitable for gaming are set out under 3.3.7 of the *Gambling Regulation Act 2003*. In particular, the VCGLR must be satisfied that:

- the premises are, or on completion of building works, will be suitable for the management and operation of gaming machines; and
- the net economic and social impact of the approval will not be detrimental to the well being of the community of the municipal district in which the premises is located.

In addition, if the premises contains any area or facility designed specifically for children or that could reasonably be expected to be used by children, the VCGLR will also have regard to the *Decision making guidelines – Assessment of children’s play areas in gaming premises*.

You will be advised in writing of the outcome of the VCGLR’s decision concerning your application. If the application is successful and the applicant subsequently satisfies all conditions of the approval, a Notice of Approved Premises for Gaming will be issued together with an approved plan of the premises and a plan of the approved gaming machine area. The approval is ongoing unless cancelled, revoked or surrendered.

Attaching an approved premises to a venue operator's licence

In order to operate gaming machines in an approved venue, the approved premises must be attached to a Venue Operator’s licence.

After the Notice of Approved Premises for Gaming has been issued, the applicant must apply to the VCGLR to include the approved premises on a Venue Operator’s licence. The application form and guidelines to include or remove approved premises can be found at www.vcglr.vic.gov.au.

When approved premises receive authorisation from the VCGLR for inclusion on a Venue Operator’s licence, the approved premises becomes an approved venue and a Notice of Approved Venue will be issued. The number of gaming machines permitted to operate at the approved venue is specified on the notice.

Providing false or misleading information

In accordance with the *Gambling Regulation Act 2003*, it is an offence to provide false or misleading information or to omit information that is materially relevant to your application. Providing false or misleading information or failure to provide required information may result in prosecution or non-approval of your application, or both.

Privacy policy

The VCGLR 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 VCGLR or its staff to someone else, except for the purposes stated in Division 6 of Chapter 10 of the *Gambling Regulation Act 2003*. You may access these provisions at www.vcglr.vic.gov.au.



Approval of premises for gaming

The following documentation *must* be submitted with this application

- Completed current application form – the VCGLR will not accept an application if any part of an application form is incomplete or missing.
- The prescribed fee (refer to the Schedule of Fees and Fines at vcglr.vic.gov.au/Fees-Fines).
- If applicant is not the owner, written evidence from the owner of the premises permitting the premises to be used for gaming, as specified in **question 4**.
- Evidence of planning permit requirements as specified in **question 9**.
- Economic and Social Impact Assessment – please provide 4 copies.
- 1:100 scale plan of the premises as specified in **question 11**.
- 1:50 scale plan of the gaming machine area as specified in **question 11**.
- Evidence that the application has been lodged with the VCGLR within 3 days of being given to the responsible authority as specified in **question 12**.
- Expenditure Analysis – expenditure estimates or any other analysis of anticipated gaming machine expenditure as a result of the proposal as specified in **question 15**.
- All witness statements as specified in **question 26**.
- Any reports or documents the applicant intends to rely on at the public hearing, as specified in **question 26**.

How to lodge this form

By post

Victorian Commission for Gambling and Liquor Regulation
GPO Box 1988, Melbourne VIC 3001

In person

Victorian Commission for Gambling and Liquor Regulation
49 Elizabeth Street, Richmond



Application

Application for the approval of premises for gaming

OFFICE USE ONLY

Date Rec'd / /

Receipt No. _____

File No. _____

Signature

Application is hereby made to approve premises for gaming:

Name of premises

Name of applicant

I, the Authorised Officer for the above applicant, declare that:

- i. I have read the information pages attached to this application.
- ii. All statements contained in and all matters accompanying this application are true and correct in every detail and fully disclose all information required to complete the application.
- iii. The application given to the responsible authority is a true copy of the application lodged with the Victorian Commission for Gambling and Liquor Regulation.
- iv. I will communicate any changes made to this application directly to the Victorian Commission for Gambling and Liquor Regulation, as soon as possible.

Signature of Authorised Officer

Date

Signature of witness

Date

Print name of Authorised Officer

Print name of witness

It is an offence under section 10.5.16 of the *Gambling Regulation Act 2003* to make a statement that is false or misleading in relation to this application. An offence under section 10.5.16 of the *Gambling Regulation Act 2003* carries a maximum penalty of 60 penalty units.

Important information

Please note that once an application has been registered, the application fee is non-refundable. Refer to the Schedule of Fees and Fines on the VCGLR website to confirm the current fee. The application fee can be paid by:

- cheque or money order, made payable to the VCGLR;
- credit card by completing the **appropriate details below**.

Advertising requirement

Within 7 days of lodging the application with the responsible authority the **applicant must publish** in a newspaper circulating in the local area of the proposed premises a notice, in the format prescribed below, informing the public of the application. The notice invites public comment on the application in writing, to the responsible authority or directly to the VCGLR.

Applicants are required to include venue details and the number of electronic gaming machines proposed to be installed at the venue in the notice.

The authorised officer, on behalf of the applicant, must forward to the VCGLR a copy of the notice **within 14 days** of the application being given to the responsible authority.

This requirement is made under section 3.3.4 of the *Gambling Regulation Act 2003*.

Required format of Public Notice for Approval of Premises Application:

Notice of Application for Approval of Premises as Suitable for Gaming Section 3.3.4 of the Gambling Regulation Act 2003

(Applicant) has applied to the Victorian Commission for Gambling and Liquor Regulation for approval of premises as suitable for gaming at **(venue name, address, and suburb)**, with **(number of machines)** gaming machines.

Persons from the municipality where the venue is proposed may comment on this application in writing, within 30 days of this notice. For more information and contact details regarding this application please visit vcglr.vic.gov.au. Person wishing to make a submission that do not have internet access can telephone the VCGLR on 1300 182 457 to obtain



Application for the approval of premises for gaming

OFFICE USE ONLY

Date Rec'd / /
Receipt No. _____
File No. _____

1. Applicant details

Name of applicant

Australian Business Number/Australian Company Number

Address of applicant

 Postcode

Daytime telephone number Mobile telephone number

Email address

Postal address for service of documents

 Postcode

2. Authorised representative

The applicant can authorise a person or an organisation (such as a legal representative) to access and discuss details about your application.

Do you want an authorised representative to make enquiries and provide information on your behalf regarding this application?

NO
 YES – please provide details below

Contact name

Organisation name (if applicable)

Daytime telephone number Mobile telephone number

Email address

Postal address for service of documents

 Postcode

3. Full name and address of premises

Premises name

Address of premises

 Postcode

Contact person (in relation to premises operations)

Daytime telephone number

Email address

4. Premises ownership

Are you the owner of the premises?
 YES NO

If NO, please enclose with this application form evidence of the owners approval to make this application together with the following details:

Owners name

Postal address

 Postcode

Daytime telephone number Mobile telephone number

Relationship to applicant

5. Gaming machines

How many gaming machines are you applying for?

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Date Rec'd / /
Receipt No. _____
File No. _____

22. Social, recreational and entertainment opportunities

For each of the relevant sections make an estimate. If you cannot, please state 'Unable to accurately determine'.

22.1 Estimate of funding contributions towards improvements to recreational, entertainment or community facilities from this proposal:
\$

22.2 Estimate of value of sponsorship of sporting activities, social events and live entertainment from this proposal:
\$

22.3 Estimate funding towards opportunities for particular social groups from this proposal:
\$

Please provide further details in an attachment.

23. Social, recreational and entertainment opportunities continued

23.1 Estimate the average number of patrons who may use any part or all of the entire venue weekly:
.....

23.2 Estimate the average number of patrons who may use the gaming facility weekly:
.....

Has an attachment been included? NO YES

If YES, attachment/page number is:/

24. Incidence of problem/residents at risk and demand for community support services

Please provide detail of the proposed venue's responsible gaming practices and harm minimisation strategies in an attachment

24.1 What will be its responsible gaming practices and harm minimisation strategies (Comments could be made on any harm minimisation partnerships with any local agencies)?
Use an attachment to provide your response.

Has an attachment been included? NO YES

If YES, attachment/page number is:/

25. Responsible Gambling environment

In an attachment please outline how the proposal will provide a Responsible Gambling environment, including but not limited to the location and appropriateness of any area or facility designed specifically for children or that could reasonably be expected to be used by children, if applicable.

Venues with any area or facility designed specifically for children or that could reasonably be expected to be used by children, should refer to matters the VCGLR will have regard to outlined in the *Decision-making guidelines – Assessment of children's play areas in gaming premises* when preparing a response to this question.

Has an attachment been included? NO YES

If YES, attachment/page number is:/

26. Evidence and witness statements for public hearing

Expert witness may appear at the hearing and present evidence in support of your application. Written witness statements may also be lodged.

26.1 Any written witness statements which will be relied upon at the public hearing must be provided in an attachment:

26.2 You must provide any other evidence or documents that you intend to rely on or use in the public hearing. This includes documentation of any agreements between the applicant and venues where gaming machines are to be transferred from.

Has an attachment been included? NO YES

27. Qualifications of expert witness

27.1 Qualification details of the witness who completed the Social and Economic Impact statement must be provided in an attachment.

Has an attachment been included? NO YES

If YES, attachment/page number is:/

If you have any questions relating to Part B, please contact the VCGLR.
Phone: 1300 182 457
Email: hearings@vcglr.vic.gov.au

Payment Details

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 www.vcglr.vic.gov.au to confirm the current application fee. The application fee can be paid by:

- cheque or money order, made payable to the Victorian Commission for Gambling and Liquor Regulation;
- Credit card (VISA or MasterCard) payment by completing the appropriate details below
-

Payment by credit card

Complete only if paying by credit card.

Visa Mastercard

Amount

Card number

Name of cardholder

Card expiry date

 /

Daytime telephone contact number of cardholder

Signature

Date

 /

Privacy – the VCGLR 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* and the *Liquor Control Reform Act 1998*. This page will be destroyed once your payment has been processed.



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