

Form 2A Category 3 gaming licence application/renewal

Charitable and Non-Profit Gaming Act 1999 s. 43 • V4 April 2023



Queensland
Government

Office use only

Date

Receipt no.

Lic no.

Amount \$.....

Instructions

Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).

Fees

To find out the current application fee go to www.business.qld.gov.au/liquor-gaming

Warning

Applications must be lodged at least 28 days prior to the proposed commencement date of the game/s. False or misleading statements will attract a maximum penalty of 100 penalty units or six months imprisonment and may lead to immediate cancellation of application.

Privacy statement

OLGR is collecting your personal information in order to assess your application/renewal of a Category 3 gaming licence in accordance with s.43. of the *Charitable and Non-Profit Gaming Act 1999*. OLGR may disclose your personal information to the prescribed entities listed in Schedule 1 of the *Charitable and Non-Profit Gaming Regulation 1999* or as otherwise required by law.

Part A—Details

Section 1

Who may apply?

- an incorporated eligible association
- a parents and citizens association formed under the *Education (General Provisions) Act 1989*
- a parents and friends association formed for a non-State school provisionally accredited, under the *Education (Accreditation of Non-State Schools) Act 2001*
- a registered political party under the *Electoral Act 1992*.

Section 2

Definition of terms

Game: a game/scheme/arrangement offering prizes, whether or not tickets are sold or distributed, in which the winners are decided entirely or partly by chance or by a competition/other activity having an outcome depending on chance, e.g. a guessing competition. Examples of games include calcutta sweep, an art union, a promotional game, bingo, and lucky envelopes.

Category 3 game: a game, other than bingo, that the gross proceeds are more than \$50 000.

Eligible association:

- an association formed and operated principally for a charitable, community, patriotic, sporting, educational, religious or similar purpose prescribed under a regulation
- a parents and citizens association formed under the *Education (General Provisions) Act 1989*
- a registered political party under the *Electoral Act 1992*
- a constituent unit of an eligible association (e.g. branch, sub-branch).

Section 3

Attach the following supporting documentation to your application

Please attach the following supporting documentation to your application.

- Copy of the last audited balance sheet or financial affairs of the association.
- For a new licence, copy of the association's current constitution/rules certified as a correct copy by the president/chairperson or secretary. Constitutions are not required for renewals or for applications lodged for Parents and Citizens Associations or religious bodies holding Letters Patent under the *Religious Educational and Charitable Institutions Act 1861* (repealed).
- Copy of any agreement/s between the applicant and a third party operator to help the applicant with any of the following matters:
 - The sale of tickets in the art union
 - Receiving and banking money from the sale
 - Accounting for the proceeds of the sale.
- Evidence of insurance held for an existing prize with a value of more than \$5,000 against loss or damage for an amount equal to its current valuation for the period when tickets for the game go on sale to the day the prize is delivered to the winner.
- Business plan or submission which includes the following information:
 - a sample of proposed ticket
 - cost of ticket
 - number of tickets
 - details of how the charitable games will be conducted and how tickets will be managed to ensure to the greatest extent possible that anticipated sales will be achieved
 - list of prizes including estimated prize costs and retail value of each prize. (Note: if there are incentive prizes, please include costs as an expense, not a prize cost)
 - estimated expenses and estimated gross proceeds.
- Please submit details of the method of draw including the following information:
 - details of the draw device
(i.e. as per the draw equipment approval and/or manual device description)
 - pre-draw testing/preparation of the drawing device
 - how the full range of tickets are to be included in the draw/s
(if using a marble method, include details of the marbles in each barrel)
 - selection of the winning ticket/s (including details of the roles/responsibilities of those to be present at the draw to ensure the integrity and fairness of the draw/s)
 - draw conduct and supervision levels
 - verification and recording of winning ticket/s
 - recording draw closure
 - securing and storing the draw device.

If you are intending to use an electronic draw system, please refer to the "Charitable and non-profit gaming RNGs" www.publications.qld.gov.au/dataset/random-number-generators-minimum-technical-requirements

- Further information may be required
Where an applicant has not conducted a category 3 game previously, the applicant's last category 3 games were unsuccessful (i.e. achieved less than 85% of anticipated sales) or there is a large increase in gross proceeds in relation to previous games:
 - The association may be required to lodge a bank guarantee for the value of the prizes and expenses of the games guaranteeing the delivery of the prizes and payment of expenses regardless of the outcome of the games.
 - If the association is unable to provide a bank guarantee, it may be required to provide an undertaking signed by each member of the association's executive/management committee that the prizes will be delivered and expenses paid irrespective of the outcome of the games.
 - **Note:** the *Charitable and Non-Profit Gaming Act 1999* s. 48 states:
 1. The chief executive may investigate the applicant, or a management member of the applicant, to decide whether the applicant or management member is a suitable person to hold the licence.
 2. The chief executive may investigate a business or executive associate of the applicant to decide whether the business or executive associate is a suitable person to be associated with the applicant's proposed operations under the licence.
 - In conducting our investigations into the applications, criminal history checks may be conducted on applicants. Accordingly, members of the management committee may be required at the time of application or at some other time during the term of licence to complete an *Authority for Release of Information*.

Part B—Complete all sections

Section 4 Application category	Tick whichever is applicable: <input type="checkbox"/> New licence <input type="checkbox"/> Renewal licence
---	---

Section 5 Association details	Full name of association (as per constitution) Registered address Postal address Contact name Phone Fax Mobile Email End of financial year date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
--	--

Section 6 Details of the association's executive	Full name	Position held	Address	Date of birth

Section 7 Third party operator	Please provide details of third party operators associated (or who will be associated) with the management of the applicant's operations if a licence is issued to the applicant. Full name of third party operative Postal address Contact name Phone Fax Mobile Email
---	--

Section 8 Intended games	Please provide details of all games intended to be played:
---	--

Type of game (e.g. art union, calcutta sweep)	Intended commencement date	Intended drawing date	Estimated gross proceeds	Estimated expenses (excluding prize)	Estimated prize value	Prize retail value

Part C—Lodgement and payment details

Section 11
Lodgement and payment

By email:
OLGRlicensing@justice.qld.gov.au
Please note that if submitting by email, OLGR will contact you by phone for payment.

In person:
Office of Liquor and Gaming Regulation
Upper Plaza, 33 Charlotte Street
BRISBANE QLD 4000

At the time of lodgement, the relevant application fee must be paid. Applications will not proceed until accompanied by the correct fee.

Current fees are listed at www.business.qld.gov.au/liquor-gaming or phone 13 QGOV (13 74 68).

Payment can be made by cheque, money order or credit card. Cash and EFTPOS will only be accepted if payment is made in person. There is no GST payable on any fee.

Payment type:

- Money order
- Cheque—make cheque payable to Office of Liquor and Gaming Regulation
- Credit card*—charge my:
 - Mastercard
 - VISA

Credit card no.

Cardholder's name

Amount authorised \$ Expiry date

Signature

A receipt will not be issued unless specifically requested.

*OLGR will not accept credit card details by fax or email, including PDF attachments. If an email is received with credit card details, it will be deleted immediately and your form will not be processed. This is in accordance with the Payment Card Industry Data Security Standard.