

to be read before completing this Application Form

The Information Notes set out below will assist licence holders to complete this application. Please read them carefully. The licence fees due are shown on the remittance advice that accompanies this form. You will receive a receipt when your licence is issued. If you are registered for e-licensing you can apply to renew your licence by that method. You should take a photocopy of this completed form for your records.

Society Name

Licence No. NZGM

General Information

Most gaming machine licences expire on 30 September. As a consequence, we receive around 500 applications for renewal of licences at this time each year. Every application has to be given proper consideration and this process takes time. You can assist us to reduce the time taken by ensuring that you have accurately completed the form and provided us with all the necessary supporting information.

These Information Notes are intended to assist you complete the various sections of the form. If you need further explanation, consult your copy of the Licence Conditions and Guidelines (issued with your last licence), or phone 0800 257 887.

You should ensure that your application is submitted BEFORE your licence expires, ie. before 30 September for most societies. If you do this, your licence will continue in force while your application is under consideration. If you do not, your licence will lapse on the expiry date. Please note that a remittance advice and a cheque are not deemed to be an application – we need to see your completed application form before 30 September (or later if your licence expires on another day during the licensing year).

You are reminded that licences are issued for one year only. Site approvals, as part of your licence, expire at the same time as your licence and are therefore considered as part of your renewal application. A licence will only be renewed if all relevant licence conditions and the requirements of the Gaming & Lotteries Act 1977 are being complied with. Any site or equipment that does not meet the necessary requirements will not be included as part of a renewal application.

Each renewal application is considered on its merits. There can be no expectation that a licence will be renewed.

Society Details

Enter the society's full name and current gaming machine licence number. The licence will be posted to the postal address entered in this section.

The "contact people" are people who will answer any questions we might have during the renewal process. Please ensure that these people can be contacted at the phone numbers provided during working hours.

It is assumed that one of the contact persons for RSAs, Chartered Clubs or Sports Clubs will be the person responsible for the day to day operation of the gaming machines.

Notes

Note 1

Replacement of Trustee(s) or Principal Officer(s)

Principal officers are all of the trustees or office bearers of the society who control and organise the gaming machine operation. The chairperson and secretary of a society are likely to be principal officers. Societies must have a minimum of three principal officers. These people will be the primary contact person(s) with the Department.

Please provide the full name and contact details including, if possible, an email address for any new principal officers or trustees.

The society's trustees and office bearers must be suitable people to operate a gaming machine licence. The criteria that will be applied are set out in the Personal Information Form, which new principal officers or trustees must complete and attach to the application form. Personal Information Forms are available from our website, or by phoning 0800 257 887.

Note 2

List of authorised employees involved in the Gaming Machine Operation

Societies must maintain a current record of all employees (excluding site employees) involved in the gaming machine operation. This record must include service providers and others authorised to assist with the gaming machine operation.

Note 3

List of Sites (if operating from more than one site)

We need to ensure that the information we hold about sites is correct. Societies must maintain an up to date record for each site specified on its licence. Please note that if any of the information differs from that held by us, an Application to Amend a Licence to Operate Gaming Machines must be completed and attached to the renewal application form.

Note 4

Record of Gaming Machine equipment

Societies must maintain a record of all items of gaming machine equipment, electronic monitoring equipment and ancillary equipment. This record must include at a minimum:

- (a) effective date of purchase
- (b) price of purchase
- (c) vendor name and address
- (d) location of item (including name of site or storage location) and where applicable
- (e) serial number and approval number of item

- (f) name and approval number of game currently played on each machine
- (g) name and approval number of jackpot controller
- (h) name or identification code and approval number of each item of jackpot software
- (i) date item sold or otherwise disposed of, name of purchaser and price.

Please do not send in your Schedule A as your record of equipment as it does not contain the necessary information as required by the relevant licence condition.

Note 5

Publication of Grants

Licence conditions require all societies to publish a notice stating their authorised purposes and a list of their grants for each financial year. A copy of the notice(s) is required to be submitted with your application for renewal of your licence. In the case of a society with machines on public premises, a copy of the newspaper clipping is required. Clubs must submit a copy of the notice published in their club newsletter, annual report or on the club notice board.

Please note that the total amount of the published list of grants must match the "Funds distributed this year" figure in section 6 of this Renewal form and must match the period the society is reporting on in its gaming machine account summary.

A non-compliant list of grants will be returned to the society for correction.

Note 6

Gaming Machine Account Summary

Enter information only about your Gaming Machine Account. The information you provide must accurately reflect that contained in the audited financial reports described in the Licence Conditions. The audit must be conducted by a chartered accountant, unless otherwise approved by the Department. Please include a copy of the audited financial reports with your application.

The figures you enter in this section must be GST exclusive and, where applicable, be shown as accrual amounts.

Please note that you may claim either depreciation **or** gaming machine loan principal repayments as an expense. However, you may **not** claim both.

You should only state the expenses that actually apply to your society. We do not expect every society to have expenses for every item shown on the list in the form; the list is a guide only. For example, clubs will not enter anything for site expenses.

The issue of a licence does not represent approval or ratification by the Department of the accuracy or acceptability of an item entered in the Gaming Machine Account Summary section of this form.

Note 7

Distribution to Authorised Purposes

All societies are required to distribute at least 33% of their Gaming Machine Profit to the authorised purposes stated on their current licence. This means that the amount entered on the form as funds distributed this year (the return to authorised purposes) must be the amount actually given away to authorised purposes. Anything your society was unable to distribute to authorised purposes can be carried forward and distributed in the next year. However, please note that it is not acceptable to show a negative figure for this item.

Only under extraordinary circumstances are renewals issued to societies that fail to meet the minimum requirements. If your society did not return 33% to authorised purposes last year and you still wish to have your licence renewed, you should attach to this application form a full explanation of the circumstances that led to the low return and information about your future viability.

Any funds entered as "Undistributed funds to be carried forward to next year" on your 2002/2003 renewal application must be shown as "Undistributed funds carried forward into this year" in the 2003/2004 renewal application form.

Clubs accruing substantial funds for any specific projects, eg. building funds, must include these funds as part of the return to authorised purpose, for the year on which you are reporting. These funds must be put into a special purpose account.

Note 8

Changes to Current Licence

If you wish to make any changes to the details on your current licence, eg. authorised purposes, gaming machines, games, jackpot equipment, you must fully complete an Amendment Application form. You must provide all the information required in that form but you will not have to pay the fee.

Forward your Amendment form together with your Renewal Application.

Note 9

Certification

Two principal officers or trustees must sign the application on behalf of the society. It is important that the information you provide is true and correct. If a gaming licence is obtained by fraud, false representation or the concealment of any material fact, the society may have its licence cancelled.

Process of Consideration

We will assess each application on its merits and base our consideration on all information disclosed by the society, the Police or any other agency or source. Additional information or clarification may be sought during the process of consideration. Should we propose to decline the application we will convey in writing to the society the reasons for that decision. You will be invited to make submissions on the matter in writing, within 20 working days, or within such further period as we may specify. We will consider any submission before reaching a final decision about granting or declining the licence and we will confirm our final decision in writing.

application

to renew
a licence
to operate
gaming
machines

SOCIETY DETAILS

Society Name

Licence No. NZGM

Street Address

Suburb

City/Province

Postal Address

Suburb

City/Province

Telephone

Facsimile

Email

Contact person #1

Designation

Phone

Email

Contact person #2

Designation

Phone

Email

Privacy Act 1993: The information in this form that relates to individuals is personal information in terms of the Privacy Act. This information is required so the Department of Internal Affairs can consider the society's compliance with the Gaming and Lotteries Act 1977. The information will be held by the Department and may be disclosed for probity checking. Any person about whom this information is collected has the right of access to, and correction of, that information.

Official Information Act 1982: Information that you supply with this application may be released under the Official Information Act 1982.

3 List of Sites *Licence Condition 3 and 4 (Set A and B)*

Please complete details below for each site on which the society currently operates gaming machine equipment, or holds a site approval to operate gaming machine equipment. Please continue on a separate sheet if necessary.

(1) Site Name	Site Address
Trading as	Name of on-licence holder
Site Manager/Contact	Phone/Email
Signatory on Site Agreement (if this differs from Site Manager/Contact)	

(2) Site Name	Site Address
Trading as	Name of on-licence holder
Site Manager/Contact	Phone/Email
Signatory on Site Agreement (if this differs from Site Manager/Contact)	

(3) Site Name	Site Address
Trading as	Name of on-licence holder
Site Manager/Contact	Phone/Email
Signatory on Site Agreement (if this differs from Site Manager/Contact)	

(4) Site Name	Site Address
Trading as	Name of on-licence holder
Site Manager/Contact	Phone/Email
Signatory on Site Agreement (if this differs from Site Manager/Contact)	

Note If any site names and/or addresses differ from those held by the Department, the society MUST complete and attach an Application to Amend a Licence to Operate Gaming Machines. If any site contact details have changed, the society MUST notify the Department in writing within 20 working days of the change occurring.

4 Record of Equipment *Licence Condition 21(Set A), 26(Set B)*

Please provide an assets schedule for all gaming machine and ancillary equipment, listing the following details (as at the end of the last financial year):

Serial No, Vendor, Purchase Date, Purchase Price, Site/Location.

5 Publication of Grants *Licence condition 46 (Set A) and 55 (Set B)*

All societies are required to publish a notice stating their authorised purposes and a list of their grants for each financial year. A copy of the notice(s) must be submitted to the Department.

Public premises: a copy of the newspaper clipping is required.

Clubs: a copy of the notice published in the club newsletter, annual report or on the club notice board.

Note: The total amount of the published list of grants must match the "Funds distributed this year" as stated on the Gaming Machine Account Summary.

Has the full published list of grants been provided? Yes No*

* If No, please give reason(s)

6 Gaming Machine Account Summary *(Refer to Information Note 6)*

To make the process easier, we can e-mail to you an electronic version of this form in which the calculations are automated. Please contact us by e-mail at gaming.licensing@dia.govt.nz to request a copy of the form. You must forward the completed form with your application.

Please complete this summary based on the figures in your audited accounts for the period

From (date) To (date)

Please note : All amounts must be GST Exclusive (except where otherwise indicated) and, where appropriate, accrual amounts

	\$	Ref
Income		
Total Gaming Machine Profit (GMP)		A
Interest on Gaming Machine Funds		
Gain on Sale of Assets		
Other Income from Gaming Machine Operations <i>(specify on separate sheet)</i>		
Total Non Gaming Machine Profit Income		B
Total Income		A + B = C
Expenses		
Licence Fee		
Licence Amendment Fees		
Gaming Machine Fees		
Problem Gambling Levy		
Gaming Machine Duty <i>(22.5% of GMP to arrive at GST exclusive figure)</i>		
Audit & Professional Fees		
Authorised Employee Payments		
Other Salaries and Wages		
Honoraria		
Administration Costs		
*Depreciation – Gaming machines		
Depreciation – Other		
Principal Loan Reduction <i>(use either Depreciation OR Principal loan reduction – NOT both)</i>		
Interest on Loans		
Other Lease Payments for Ancillary Equipment <i>(operating lease only)</i>		
Loss on Sale of Assets		
Freight & Installation of Gaming Machine Equipment		
Storage		
Service & Repair		
Service Contractors <i>(other than for service and repair of equipment)</i>		
Other <i>(breakdown on separate sheet required if more than \$5000.00)</i>		
Site Expenses <i>(paid to Site Operators)</i>		
Total Expenses		D
Net Gaming Income <i>(Total Income minus Total Expenses)</i>		C – D = E

	\$	Ref
Amount Available for Distribution to Authorised Purposes		
Total Gaming Machine Profit		A
Less Total Expenses		D
Net Gaming Machine Profit		A – D = F
Plus Other Income		B
Net Gaming Income		F + B = E

Distribution to Authorised Purposes (Taken from Statement of Financial Performance)		
Net Gaming Income Available for Distribution		E
Less Undistributed Funds Earned This Year to be Carried Forward to Next Year		G
Funds Distributed This Year excluding GST <i>(must match published list of grants where GST has not been paid)</i>		H
plus GST <i>(on grants where GST has been paid)</i>		
Funds Distributed This Year including GST <i>(must match published list of grants where GST has been paid)</i>		I

Undistributed Funds Carried Forward (Taken from Statement of Financial Position)		
Net Gaming Income		E
Undistributed Funds Carried Forward from Last Year		J
		E + J = K
Funds Distributed This Year excluding GST		H
Undistributed Funds to be Carried Forward to Next Year		K – H = L

Section A. Percentage of Gaming Machine Profit Distributed		
Total Gaming Machine Profit excluding GST		A
Funds Distributed This Year excluding GST		H
Percentage GMP Distributed in current financial year		H/A

Section B. Percentage of Gaming Machine Profit Distributed		
Gaming Machine Profit excluding GST		A
Plus GST on Gaming Machine Profit (12.5%)		M
Gaming Machine Profit including GST		A + M = N
Funds Distributed This Year including GST if paid		I
		I/N

Please complete **both** these sections. In assessing the minimum 33% return to authorised purposes the Department will be using the percentage in Section A for this current application.

Section B reflects the current licence condition that the minimum return to authorised purpose is a percentage of the GMP GST inclusive. This % figure will be used for licence renewal purposes next year.

7 Amendments to Current Licence Details

Do you wish to change any other details of your society's current licence held by the Department as described in Licence Condition 3?

Yes

No*

* If Yes, complete an Application to Amend a Licence to Operate Gaming Machines and attach it to this completed application form.

8 Certification by Principal Officers or Trustees

In submitting this application on behalf of the society we certify that we believe all the details entered in this application are true and correct and we confirm that the details of the gaming machines and equipment as shown on our latest schedule to our licence are correct.

Full Name of Principal Officer or Trustee *(block letters)*

Position in Society *(block letters)*

Signature

Date

Full Name of Principal Officer or Trustee *(block letters)*

Position in Society *(block letters)*

Signature

Date

CHECKLIST

Further information may be required if there are any issues raised by your application. Have you enclosed the following documentation, where applicable:

Licence application fee, gaming machine fees, and problem gambling levy including remittance advice sheet.

Copy of published public notice of grants. This must include all grants made in the Society's financial year and must match the total reported in Section 9.

Fully completed Amendment Application Form for any changes sought.

RETURN ADDRESS

Please return your completed application form to:

Gaming Compliance Unit
Department of Internal Affairs
PO Box 10-095
Wellington

To find out more about gaming machine licensing, call us toll free on 0800 257 887.

We are here to take your call from 8am to 5pm Monday to Friday. We look forward to hearing from you.