



Application for a Licence to Conduct a Calcutta

The Information Notes attached to this form will assist you to complete this application. Please read them carefully. Please enclose your licence fee and a Remittance Advice form with this application. You will receive a receipt when your licence is issued.

Privacy Act 1993: The particulars in this form which relate to individuals is personal information in terms of the Privacy Act. This information is required so that the Department of Internal Affairs can consider the society's application under the Gaming and Lotteries Act 1977. The information will be held by the department and may also be disclosed to the Police for character checking. Any person about whom this information is collected has the right of access to, and correction of, that information.

1 Society Details *Refer to Information Note 1*

Name of Society

Postal Address

If your society has been issued with a gaming licence *within the last two years* please provide the licence number:

If *not* please supply a copy of your society's constitution and the minutes of a recent meeting

2 Contact Information *Refer to Information Note 2*

Give the following information for the Secretary and the Organiser

Name of Secretary

Residential Address

Daytime Phone No.

Name of Organiser

Date of Birth / /

Residential Address

Daytime Phone No.

Fax No.

3 Authorised Purposes *Refer to Information Note 3*

Purpose for which funds are being raised - please be specific.

Continue on separate sheet if necessary

4 Calcutta Details *Refer to Information Note 4*

Date to be Held _____

Hours from: am/pm _____ to: am/pm _____

Name of Venue _____

Street Address of Venue _____

Name and details of the event on which the calcutta will be run

5 Function Details (if applicable) *Refer to Information Note 5*

Cost of Function Ticket (including one sweepstake ticket) _____

Number of Function Tickets Available _____

6 Sweepstake Details *Refer to Information Note 6*

A printers proof or draft layout must accompany this application. Do not print tickets until the licence has been issued.

Number of Sweepstake Tickets Available _____

Sweepstake Tickets Numbered from: _____ to: _____

Cost of Sweepstake Tickets _____

Sweepstake Ticket Sales commence: _____ and close: _____

How will the Prize Pool be Split

(e.g. 60% to the owner of the winning runner, 30% to second place and 10% to third place):

Which Newspaper will Results be Published in _____

What Date will the Results be Published _____

7 Previous Offences *Refer to Information Note 7*

Has your organisation, or any of the persons named in this application, ever been refused a gaming licence, or had a gaming licence cancelled, or ever been convicted of any offences under the Gaming Laws of New Zealand or any offences involving dishonesty?

No. Go to section 8

Yes. Give details below

8**Authorisation** *Refer to Information Note 8*

Full Name of Organiser

I, _____

Hereby seek approval to organise a calcutta for

Full Name of Society

I understand that if a licence is issued conditions will be attached to the licence. Failure to comply with the conditions may result in prosecution for organising an illegal calcutta. I authorise the New Zealand Police to release to the Department of Internal Affairs details of any conviction recorded against me. I authorise the making of any other necessary enquiries in regard to my character.

Organiser's Signature

_____ Dated / /

9**Checklist**

In order that your application may be processed as quickly as possible please ensure that you have included the following documents with your application where applicable:

- Licence fee (for a scale of fees please refer to the Remittance Advice form).
- Complete the Remittance Advice form.
- A sample sweepstake ticket (included in the Calcutta Information Notes attached is a proposed draft ticket and important ticket information).
- A sample function ticket (if not included in above).
- Your society's constitution and minutes from a recent meeting (if you have not applied for a gaming licence within the last two years).

Return Address

Please return your completed application form with supporting documentation and application fee to:

Gaming Licensing Office
State Insurance Building
10th floor
46 Waring Taylor Street
PO Box 10-095
Wellington
Tel: (04) 494-0700

Application for a Licence to Conduct a Calcutta



These information notes are divided into four sections:

A General Information **B** Application Form **C** Audit Requirements **D** Draft Ticket

A General Information

Applications may take up to two weeks to process. This is a guideline as to the minimum time required to process your application. If your application is complex or unusual, longer than two weeks may be required.

Application Fee

Please refer to the Remittance Advice form for the scale of fees for gaming licence applications. Cheques should be made out to the Department of Internal Affairs. Please do not send cash.

Prohibited Days

A calcutta may not be conducted on Christmas Day, Good Friday or before 1pm on ANZAC Day.

B Application Form

Note 1 Society Details

Under the Gaming and Lotteries Act 1977 only a society, as defined by the Act, may apply for a licence to conduct a calcutta. A society is a charitable organisation which is established and conducted entirely for non-commercial purposes.

State the society's full name. If incorporated state the exact name under which it is registered. When issued the licence will be posted to the address entered on this form.

Note 2 Contact Information

Please ensure that contact information is accurate and if available please include mobile phone and/or fax numbers. The organiser is the member of your society who has been nominated to organise and oversee the conduct of the calcutta. If we require additional information we will contact the organiser during working hours.

Note 3 Authorised Purposes

Calcuttas may only be run to raise money for an authorised purpose. An authorised purpose is defined by the Gaming and Lotteries Act as "any charitable, philanthropic, cultural or party-political purpose, or any other purpose that is beneficial to the community or any section of it." As this is a broad definition, please be specific as to what your society is raising funds for. If you have any questions regarding your society's authorised purpose you should contact the Gaming Licensing Office.

The percentage that goes to the authorised purpose shall be fixed at 20% of the total pool. This pool is to be made up of the proceeds from the auction, and from the sale of tickets less expenses.

Note 4 Calcutta Details

A calcutta is usually divided into four sections:

- **Entry** Participants purchase a sweepstake ticket which makes them eligible to take part in the calcutta. Each runner in the event (not known to be scratched at the time of draw) is to be drawn at random and matched with a drawn sold ticket. It is preferable if the butts of **sold tickets only** are used in the draw. This is because drawing unsold tickets may waste time and confuse participants. Participants whose sweepstake ticket is matched with a horse are known as sweepstake ticket winners.

Should a ticket holder, not present at the calcutta, draw a runner then it must be auctioned and the ticket holder will receive 50% of the auction price.

Societies may hold a function in conjunction with the calcutta. Where this is the case the cost of a sweepstake ticket may be incorporated into the cost of entry to the function. In this case societies may also make additional sweepstake tickets available for purchase.

- **Draw** Sold sweepstake tickets are drawn and matched with runners in the sweepstake event.
- **Auction** Sweepstake ticket holders are given the opportunity to bid to become the "owner" of one of the runners in the sweepstake event.

Horses should be auctioned in the order in which they were drawn and not in TAB number order (i.e. the first runner drawn must be auctioned first and so on). The auction does not commence until all runners have been drawn. Only ticket holders may participate in the auction.

The full auction price should be divided as follows

- 20% to authorised purposes
- 30% to prize pool
- 50% to sweepstake ticket holder who sells their horse

If a sweepstake ticket winner successfully bids for their own horse they pay only 50% of the full auction price. This amount is divided as follows: 20% to the authorised purpose and 80% to the prize pool.

Inspectors of Gaming on production of their warrants of identification have access to the venue to inspect the draw and auction.

- **Sweepstake Event** The actual event on which the results of the calcutta will be decided. This is usually a horse race although other sporting contests or tournaments are acceptable.

No other forms of gaming will be permitted at the same time and venue where the draw and auction are taking place.

Note 5 Function Details

If you hold a function in conjunction with the calcutta then all expenses of the function must be paid for from the proceeds of the function ticket. It is important to keep the calcutta (gaming) monies separate from the function costs, for auditing purposes.

Function tickets should clearly indicate what they entitle the holder to. Where the cost of the function ticket includes a sweepstake ticket, this should be stated on the function ticket.

Note 6 Sweepstake Ticket

Ticket Details (see sample)

A draft or printers proof of a butt and ticket is required by the Department before printing of entry tickets commences. The sample draft has been supplied as a template to assist with ticket production.

The ticket must show the following information:

- Name of society
- The wording "By licence issued under section 26 of the Gaming and Lotteries Act 1977"
- The wording "Licence number XXX" A licence number will be allocated if approved
- The time, venue and street address at which the calcutta will be held. Note that calcuttas may not be conducted on Christmas Day, Good Friday or before 1 PM ANZAC Day
- The name of the event on which the calcutta is being run
- Ticket price
- Ticket number
- Limited to xxx number of tickets
- Ticket numbers range from xxx to xxx (ticket butts are to be individually and consecutively numbered)
- Authorised purpose
- Name of newspaper and date on which results will be published
- Name and address of organiser

Butt Details (see sample)

The ticket butt must show the following information:

- Name of society
- Space for name, address and phone number of ticket purchaser
- Name and address of organiser
- A note that the butt portion must be completed to be eligible in the draw

Conditions

Special conditions that apply shall be printed on the reverse side of the ticket and should include:

- Method of draw (the Department strongly encourages societies to use the ticket butt method)
- The fact that at the conclusion of the draw, an auction will take place where drawers will have the choice to either sell and receive half the sale, or to purchase the runner outright at half the auction price
- The fact that only ticket holders are eligible to participate in the auction
- The fact that a sweepstake ticket holder must submit the winning ticket if they choose to retain their own horse. They then pay 50% of the full auction price.
- How winners will be determined and state that they are shared in the event of a dead-heat

- If refunds are to be made on scratching after the auction, a statement of the method in which this will be done. Otherwise a clear statement that there will be no refunds must be included
- The fact that successful purchases must pay for their runners immediately after the completion of the auction
- The percentage prize pool split (e.g. 60% to the owner of the winning runner, 30% to the second place and 10% to third place)
- When, where and how winners collect their prizes.

Note 7 Previous Offences

Please advise as to when any conviction or licence cancellation occurred and the circumstances or reasons relating to this.

Note 8 Authorisation

This section requires the organiser to acknowledge his or her responsibilities in organising a calcutta on your society's behalf. It also authorises the release of information held by the New Zealand Police regarding any conviction against the organiser.

C Audit Requirements

Within four weeks of the event an audit and prize statement is to be supplied to this Department, which must include the following information:

- Proceeds from ticket sales
- List of expenses
- Proceeds from auction (half the auctioned price)
- Total amount given to the authorised purpose (proof may be required)
- Total prize pool
- List of purchasers at auction of each runner

An audit and prize statement will be sent to the society with the licence.

D Draft Ticket

Sample Draft Calcutta Sweepstake Ticket. Refer to Information Note 6.

Dunrovin RACING CLUB 1996 Melbourne Cup Calcutta Sweepstake	Dunrovin RACING CLUB 1996 Melbourne Cup Calcutta Sweepstake	By licence issued under section 26 of the Gaming and Lotteries Act 1977 Licence #xxxx All proceeds to upgrade facilities
NAME _____ ADDRESS _____ PHONE _____	\$5.00	Friday, 1st November at the Dunrovin Racing Club 12 Crown Street, Dunrovin Commencing at 7.30pm
ORGANISER Joe Bloggs 11 Hobson Street Dunrovin	ORGANISER Joe Bloggs 11 Hobson Street Dunrovin	Results published 17/11/96 in Dunrovin Herald
Details must be completed to be eligible for the draw	0012	Limited to 2,000 tickets numbered 0001 to 2,000 0012

Return Address

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10th floor
46 Waring Taylor Street
PO Box 10-095
Wellington
Tel: (04) 494-0700