



Application for a Licence to Conduct a Game of Chance

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

8 Previous Offences *Refer to Information Note 8*

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 to section 8
 Yes. Give details below

9 Authorisation *Refer to Information Note 9*

Full Name of Organiser

I,

Hereby seek approval to organise a game of chance 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 game of chance. 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 / /

10 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).
 Completed Remittance Advice form.
 A printers proof or draft layout of the ticket.
 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

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This information leaflet is divided into four sections:

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

A General Information

Do you require a Licence?

Most games of chance require a licence from the Department of Internal Affairs. The exception to this is Section 9 of the Gaming and Lotteries Act which allows societies to conduct games of chance at fairs, etc. where prizes are under \$50.00 in total, under certain conditions. Information regarding this is available from the Gaming Licensing Office.

Licence 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. A receipt for the fee will be returned to you.

Processing Time

Applications will take at least two weeks to process and societies should allow sufficient time when applying. If your application is complex or unusual, longer than two weeks may be required.

Advertising a Game of Chance

Any notice or advertisement for the game of chance may only include the information contained on the approved ticket.

Lucky Door Prizes

Lucky door prizes, spot prizes, raffles, and instant games may be offered at a gaming session provided the total prizes for each do not exceed \$50.00 and all the other conditions for the conduct of these categories of gaming are met. (further information is available on these conditions from Internal Affairs).

Auctions at Gaming Sessions

Some games of chance hold an "auction" at the end of the event, eg Gaming Session or Casino Night. The auction must be a "blind" auction, that is, the prizes must be sealed in unmarked envelopes and continually shuffled in front of participants.

Although prizes may be advertised and displayed, bidders must not know the prizes they are bidding for.

You are able to auction prizes throughout the gaming session, but any auction held must be blind, and must be within the times for which your gaming session is licensed. Bidding at the auction can be done with funny money.

Funny Money

The type of betting coupon or funny money used at a gaming session shall bear some distinguishing mark or colour. Only funny money of this type may be used during the session. Funny money may be purchased from the 'bank' during the session at the rate of not less than, \$1.00 legal tender for \$10,000 nominal value of funny money. Every entry ticket shall entitle the purchaser, on admission to the venue, to funny money to the nominal value of not less than \$50,000 per person.

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 game of chance. 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 game of chance. If we require additional information we will contact the organiser during working hours.

Note 3 **Authorised Purposes**

Licensed games of chance 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.

Generally, funds raised by games of chance must be used for projects or purposes within the area of your Society's boundaries (and generally only within New Zealand).

Is More than One Society Benefiting?

More than one Society may benefit from the profits of the game of chance; however, only one Society will be licensed. When two or more societies are benefitting from the proceeds, the percentage split or amount each Society will receive, plus what each Society's authorised purpose is, must be clearly indicated in this section. For example, Dunrovin School PTA (the licensed Society) 60% of profits for the renovation of the school gymnasium, and Dunrovin Rugby Club 40% of profits for the purchase of sports equipment. If more than one Society will be assisting in the conduct of your game of chance, the licensed Society will be held responsible for the actions of the other Society(s) helping with the game of chance. For that reason, Internal Affairs encourage signed agreements between the licensed Society and all other societies involved. Internal Affairs will need to sight any agreements you have with other Societies. Any dispute between societies will need to be resolved among yourselves. If more than one Society is assisting in the organising or conduct of the game of chance, please supply postal addresses for those societies.

Note 4 Details of the Game of Chance

Give the name and address of the venue at which the game of chance will be played. Please also state the date on which you wish to hold the session, and the hour you wish to play.

You cannot hold your game of chance in a licensed hotel or tavern, unless it is in a separate room and approval has been given by Internal Affairs. You must ensure that the venue meets local authority requirements, including fire regulations. Games of chance cannot be held in private dwellings.

Note 5 Type of Game

Please specify the type of game you wish to play. Include all rules and conditions participants would need to comply with.

Note 6 Ticket Details

A printers proof or draft layout of tickets, plus drafts of any coupons, vouchers, tokens, race books, or other types of funny money to be used at the game of chance, must accompany the licence application. No alteration from the draft layout or printers proof of the ticket submitted with the application from is permitted unless approval has been granted by Internal Affairs. No tickets may be printed until your society has received a licence, unless prior approval has been received from Internal Affairs. After the sale of tickets has commenced no alteration is permitted to the terms under which the licence has been issued.

On the last page of this information leaflet is an example of a game of chance ticket. All the arrowed information shown must appear on your society's printers proof or draft layout of the ticket which should accompany this application. Use the boxes provided as a checklist.

Ticket Sellers

Ticket sellers cannot be paid, in any form, to sell your game of chance tickets.

Note 7 Prizes

- Prizes must be available to prize winners at no additional cost.
- Include brand names/model numbers and any conditions that apply. If you are offering travel prizes, details of transfers, accommodation, meals etc must be included on the application form.
- Please note that irrespective of whether prizes have been donated or purchased, the value quoted should be the retail value at the time of application.
- If you are offering a discount as a prize, an alternative prize to the discount must also be offered
- When a cash alternative is offered, this must be clearly shown on the application form and ticket.

Please note that the following may not be offered as prizes:

- Firearms and ammunition
- Alcohol
- Land not zoned residential
- Vouchers or entitlements for the above
- Secondhand goods

Note 8 Previous Offences

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

Note 9 Authorisation

This section requires the organiser to acknowledge his or her responsibilities in organising a game of chance 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

The organiser shall submit an audited statement of the game of chance within one month of the event. This statement shall include total income, total expenses (with each cost itemised) and total net proceeds. The auditor may be any person who is independent from the organisation and conduct of the game of chance. Audit extensions may be granted upon application to Internal Affairs. If an audit statement is not received, no new gaming licenses will be issued until it is received and approved. Although you are not required to attach any other receipts, unsold tickets, or other documentation to your audit and prize statement, your society must retain all documentation associated with the game of chance, for a period of six months from the date that your audit was submitted. These documents are to be produced upon request.

D Draft Ticket Layout

The following items must appear on the ticket and on the printer's proof or draft layout of the ticket which should accompany this application..

The ticket layout is as follows:

- DUNROVIN SCHOOL PTA** (Name of the society)
- \$40** (Cost of the ticket)
- 128** (Ticket number)
- tickets numbered 1 - 201* (Range of ticket numbers)
- Game of Chance** (Name of the game)
- at the* **DUNROVIN SCHOOL HALL** (Name and address of approved venue)
- 22 Dunrovin Street Dunrovin* (Address)
- 7pm - 12* (Approved hours, day and date of gaming session)
- 10 September 1998* (Date)
- All proceeds go to building fund for new gym* (Authorised purpose)
- Sponsored by **the terribly big company** (Trade advertisement)
- ORGANISER Joe Bloggs** (Organiser's name, address and contact phone numbers)
- 11 Hobson Street Dunrovin Ph Day 477-1123 Night 477-1145* (Address and phone numbers)
- By licence under Section 8 of the Gaming and Lotteries Act 1977* (Licence reference)

Contact

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