

# Application for a Part I or Part II Licence to Conduct Housie

## A General Information

Use this form if you want to apply for a **New** licence or a **Renewal** or **Amendment** to your existing housie licence.

**A New Licence** is issued to a society that has not held a housie licence before. A new licence lasts for one year from the date of issue.

**An Amendment** is issued to a society that wants to change the name of the society; the authorised purpose(s); any details relating to the venue, day, or time of play, superhousie, bank details, signatories, cash float; or the personal details of the chairperson, secretary, organiser(s) or caller(s). A licence can be amended at any time during the year covered by the licence.

**A Renewal** is issued once a licence expires. A renewal allows a society to continue to operate housie for another year.

Please submit your application for a new licence or a renewal 6 weeks before you wish to start playing. Allow at least 2 weeks for the consideration of an amendment.

### Part I or Part II Housie?

Part I allows a society to sell up to 1000 cards at any one housie session, and from the sale of tickets, 70% must be returned to players in cash prizes.

Part II allows a society to sell up to 200 cards at any one housie session, and from the sale of tickets, 85% must be returned to players in cash prizes.

## B Application Form

### Note 1 Society Details

Under the Gaming and Lotteries Act 1977, only a society can be licenced to conduct housie. A society is a body established and run entirely for non-commercial purposes. This means that individuals and commercial businesses cannot be licenced to conduct housie.

State your society's full name. If it is incorporated state the exact name under which your society is registered. The licence will be posted to the address you fill in on this part of the application form.

### Note 2 Authorised Purposes

The object of running housie is to raise money for an authorised purpose.

Funds remaining after the payment of prizes and reasonable expenses must be spent on the authorised purpose. "Reasonable expenses" are defined in Regulation 2 of the Housie Regulations 1989.

An authorised purpose is defined under the 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'.

You need to describe your proposed fund-raising objectives in detail when your society applies for a licence.

If you intend to raise money for long term projects like church halls and clubrooms, you will need to provide details of the cost and the timeframe in which the project will be completed.

If the project is not completed during the licensing year, you will need to report on its progress each time you renew your licence.

The following are examples of purposes which are **not** authorised purposes in terms of the Act:

- Subsidising food, entertainment and refreshment costs (with the exception of children or elderly people).
- Costs associated with staging 'after match' functions for sporting groups.
- A purpose which will result in a clear commercial gain to any individual or organisation.
- Family reunions or unveilings.
- Events or trips which are social in nature.
- Purchase or subsidy of vehicles primarily intended for personal use.
- Prizes for sporting events with the exception of trophies, or modest non-cash prizes for use in genuine community sporting events.

### Note 3 Housie Details

- State the name of the venue where you intend to play housie and its street (**not** postal) address. The venue must be a public premise and not a private residence. Where a lounge bar or function room in a hotel is used, other gaming activities such as gaming machines must not be operated in the same room during the housie session. No more than two sessions of housie can be conducted at any venue on any one day. Housie sessions must be conducted three hours apart.
- Housie can be played between 10am and 11pm for a maximum period of 3 hours. Housie may be conducted on any day of the week **except** Sunday, Christmas Day, Good Friday and before 1pm on Anzac Day.
- You may conduct one game of superhousie per session. State at which time during the housie session you wish to conduct the game of superhousie e.g. between games 25 and 26 or as game 26.
- A random selection device may be used to assist with the selection of numbers for calling. If you intend to use one, please indicate which random selection device you will use and its serial number.

#### **Note 4** **Cheque Account Details**

- A separate account must be opened and used solely for all housie deposits and expenditure.
- Organisers and callers can not sign housie cheques.
- The cash float must not exceed \$500 for a Part I housie and \$250 for a Part II housie.

#### **Note 5** **Office Holder Details**

If we require additional details we will contact the secretary at the daytime phone number supplied. Please ensure contact information and names provided are accurate and up to date.

#### **Note 6** **Organiser Details**

The organiser(s) nominated by your society are responsible for the conduct of housie. They must have a sound knowledge of the Housie Regulations 1989 and at least one organiser must be present during every housie session.

**Part I** applicants must enclose 2 identical photos that show full face and shoulders only. The photographs must be a good likeness and have on the back:

- The full name of the organiser, and
- The signature and designation of the person who witnessed the statutory declaration on the application form certifying that the photo is a true likeness of that organiser (see example).
- Date

CERTIFIED TRUE LIKENESS OF
_____
(Full Name of Applicant)
_____
(Signature of Certifier/Identifier)
Date _____

After the initial application photographs should only be submitted every five years .

**Part II** applicants must fill in the details of the organiser(s) but do not need to attach photographs.

#### **Note 7** **Caller Details**

There can be a maximum of five callers. All callers must be over the age of sixteen years.

#### **Note 8** **Removing Organisers and Callers**

You may wish to remove the names of some organiser(s) and/or caller(s) from your licence. This should be because you want to replace them or because you no longer need their services. Please state their names.

#### **Note 9** **Previous Offences**

If any of your office holders, organisers or callers have any convictions or have been involved in a licence cancellation or any offence under the Gaming Laws of New Zealand then advise us of the relevant circumstances relating to this.

#### **Note 10 and 11** **Authorisation and Declaration**

This section requires the organiser(s), secretary and president/ chairperson to acknowledge his or her responsibilities in organising the society's housie. It authorises the release of any information held by the New Zealand Police or other organisations regarding any conviction against an office holder or organiser. This section must be signed in front of a Justice of the Peace, Solicitor or other person authorised to take statutory declarations. Please note the authorised person signing the declaration must also print their name, occupation and designation.

#### **Note 12** **Checklist**

This section is a checklist for you to make sure all section are completed and the relevant documentation is accounted for.

Please complete this application form carefully. If the required information is not provided or relevant sections are not completed this may delay the consideration of your application.

# Application for a Part I or Part II Licence to Conduct Housie

THE DEPARTMENT OF INTERNAL AFFAIRS

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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. Application forms should be submitted at least 6 weeks before the first day on which housie is to be played.

**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 to conduct Housie under the Gaming and Lotteries Act 1977. The information will be held by the Department and may also be disclosed for probity checking. Any person about whom this information is collected has the right of access to, and correction of, that information.

## Are you applying for a Part I or Part II Housie Licence?

**Part I** - You may sell up to 1000 cards per session

**Part II** - You may sell up to 200 cards per session

## Are you applying for:

**A New Licence**

**An Amendment**

**A Renewal**

**Applicants for New Licences should fill in every section on the form.**

**Applicants for Amendments and Renewals should fill in:**

- Section 1
- Sections that relate to changes to your licence e.g. change of organiser(s) etc.
- Section 10
- Section 11

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## Society Details *Refer to Information Note 1*

Name of Society

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Postal Address

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Have you had a licence before?

Yes

No

If **Yes** provide licence number

Contact Person

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( )

If **No** please supply a copy of your society's constitution, or trust deed or founding document, and a copy of the minutes of a recent meeting

Daytime telephone number

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**2****Authorised Purposes** *Refer to Information Note 2*

What are you raising funds for? Please be specific.

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*Continue on separate sheet if necessary*

Where will the proceeds from the housie be used?

Suburb

Town

Are you raising funds for travel?

Yes

No

If **Yes** enclose itinerary or programme and confirmation from host

Are you raising funds for the purchase or construction of new premises or land?

Yes

No

If **Yes** please enclose a copy of the purchase agreement, breakdown of costs and the timeframe in which the project is to be completed

**3****Housie Details** *Refer to Information Note 3*

Where are you going to play housie?

Venue Name

Street Address

Town/City

When are you going to play housie?

Day

Hours **From**

am/pm

**to**

am/pm

Are you going to conduct Superhousie?

No

Yes

between game

and game

How much will your Superhousie cost?

20 cents

50 cents

\$1.00

Are you going to use a random selection device?

No

Yes

Manufactures name:

Model Name and Number:

Serial Number:

## 4 Cheque Account Details Refer to Information Note 4

What are the Society's Housie bank details?

Name of Bank

Branch

Account Number

Who are the signatories for the Housie Bank Account? *(These people cannot be organiser or callers)*

Name

Position in Society

Name

Position in Society

Name

Position in Society

How much will you be using for your housie cash float?

Part I (\$500 maximum) \$ \_\_\_\_\_

Part II (\$250 maximum) \$ \_\_\_\_\_

## 5 Office Holder Details Refer to Information Note 5

Full Name of President/Chairperson of Society

Residential Address

Daytime Phone Number ( )

Fax Number ( )

Full Name of Secretary of Society

Residential Address

Daytime Phone Number ( )

Fax Number ( )

## 6 Organiser Details Refer to Information Note 6

**PLEASE NOTE: Photographs are required for Part I applicants only**

**Attach two identical photographs of each organiser which should be witnessed and signed by an authorised person.**

Full Name of **Organiser A**

Residential Address

Daytime Phone Number ( )

Date of Birth

/ /

Full Name of **Organiser B**

Residential Address

Daytime Phone Number ( )

Date of Birth

/ /

**7****Caller Details** *Refer to Information Note 7*

Caller 1 Full Name

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Caller 2 Full Name

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Caller 3 Full Name

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Caller 4 Full Name

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Caller 5 Full Name

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**8****Removing Organisers' and Callers' Names** *Refer to Information Note 8*

List the organisers who are being replaced (i.e. those whose names should come off your licence).

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List the callers who are being replaced (i.e. those whose names should come off your licence).

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**9****Previous Convictions** *Refer to Information Note 9*

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

Yes (*Please provide details below*)

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*Continue on separate sheet if necessary*

## 10 Organisers Authorisation and Declaration *Refer to Information Note 10*

Full Name of **Organiser A**

I, \_\_\_\_\_ of address \_\_\_\_\_ and occupation \_\_\_\_\_

Full Name of **Organiser B**

I, \_\_\_\_\_ of address \_\_\_\_\_ and occupation \_\_\_\_\_

- Solemnly and sincerely declare that I do not conduct, organise, or assist in the conduct or organisation of Housie, for any other society;
- Declare that I have seen, read, and understood the information contained in the Housie Regulations 1989;
- Hereby authorise the Secretary of Internal Affairs to make enquiries appropriate to verify or add to the information provided by me or concerning me;
- Solemnly and sincerely declare that I believe all the foregoing facts are true and make this solemn declaration conscientiously and by virtue of the Oaths and Declarations Act 1957.

**Organiser A's Signature**

Declared At

On

**Organiser B's Signature**

Declared At

On

Before Me

Name

Occupation

Signature

Designation

Justice of the Peace, Solicitor or other person authorised to take statutory declarations.

## 11 President/Chairperson and Secretary's Authorisation and Declaration *Refer to Information Note 11*

Full Name of **President/Chairperson** of the Applicant Society

I, \_\_\_\_\_ of address \_\_\_\_\_ and occupation \_\_\_\_\_

Full Name of **Secretary** of the Applicant Society

I, \_\_\_\_\_ of address \_\_\_\_\_ and occupation \_\_\_\_\_

- Declare that I have seen, read, and understood the information contained in the Housie Regulations 1989;
- Hereby authorise the Secretary of Internal Affairs to make enquiries appropriate to verify or add to the information provided by me or concerning me;
- Solemnly and sincerely declare that I believe all the foregoing facts are true and make this solemn declaration conscientiously and by virtue of the Oaths and Declarations Act 1957.

**President/Chairperson's Signature**

Declared At

On

**Secretary's Signature**

Declared At

On

Before Me

Name

Occupation

Signature

Designation

Justice of the Peace, Solicitor or other person authorised to take statutory declarations.

## 12 Checklist *Refer to Information Note 12*

- Have you completed Section 1, the relevant Sections, Section 10 and Section 11?
- Have you attached the correct fee? Please refer to the remittance form.
- If you are changing organiser(s) have you attached 2 identical photographs (*Part I only*)?
- If this is your first application, have you attached a copy of your constitution, or trust deed, or founding document and most recent minutes (*New Applicants only*)?
- Have you provided an itinerary or programme and confirmation from the host (*if raising funds for travel*)?
- Have you enclosed a copy of the purchase agreement, breakdown of costs and timeframe (*if raising funds for purchasing or construction of new premises or land*)?

**Please forward your completed application form, supporting documentation and application fee to:**

GAMING LICENSING  
Department of Internal Affairs  
46 Waring Taylor Street  
PO Box 10-095  
Wellington.  
Telephone: (04) 494 0700 or 0800 257 887  
Facsimile: (04) 494 0656

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