



Application for a Licence to Conduct an Instant Game

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 Instant Game Dates *Refer to Information Note 4*

 / / First date on which you wish to sell tickets
 / / Closing date/last day on which you wish to sell tickets
 / / Last date prizes can be claimed *(should be a period between 4-12 weeks from closing date)*

5 Ticket Details *Refer to Information Note 5*

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

In which area do you intend to sell your tickets?

Regional National

Ticket Price: \$ per ticket or \$ for a book of tickets.

Limited to: tickets

Numbered from: to:

6 Prizes *Refer to Information Note 6*

List prizes and retail values

- prizes must be available to prize winners at no additional cost
- prizes must be worth at least 30% of the maximum potential income of the instant game
- include brand names, model names/numbers and any condition that apply to prizes, especially travel prizes

Prohibited prizes

- firearms and ammunition
- alcohol
- land not zoned residential
- vouchers or entitlement for the above items
- second hand goods

Prize Description	Retail Value(\$)
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Total Value of Prizes

7 Printers Verification

This verification should be completed by the proposed printer of your society's instant game tickets.

I _____ as printer of the instant game tickets for

(print name)

_____ hereby agree to the following conditions:

(society)

- 1 To allow an Inspector of Gaming to enter the printing premises to view the allocation of prizes to tickets
- 2 To provide sufficient security to ensure the anonymity of prizes to tickets and thereby uphold the integrity of the instant game.
- 3 To ensure that the prize bearing tickets are determined on a random basis or wholly by chance, through the following process:
 - (I) print tickets
 - (II) cut into single tickets
 - (III) insert major prize bearing tickets
 - (IV) shuffle all tickets
 - (V) consecutively number single tickets

_____ (printer's signature)

____ / ____ / ____

(date)

8 Previous Offences

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 9
- Yes Give details below

9 Authorisation *Refer to Information Note 9*

Full Name of Organiser

I, _____

Hereby seek approval to organise an instant game 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 instant game. 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 Agreement (to be completed only when your organiser is a licensed promoter) Refer to Information Note 10

Agreement made in terms of Regulation 17 of the Gaming and Lotteries (Licensed Promoters) Regulations 1978

In accordance with regulation 17(1) and regulation 17(2) of the Gaming and Lotteries (licensed promoters) Regulations 1978, _____ ("the Society") and _____ ("the Promoter")

hereby agree, in regard to the instant game for which the Society is applying for a licence (under section 8 of the Gaming and Lotteries Act 1977), that:

- 1 The maximum amount that the Promoter shall be entitled to and shall deduct in terms of Section 57(2) of the Gaming and Lotteries Act 1977, from the trust account established in terms of Section 55 of the Gaming and Lotteries Act 1977, or received from the Society in respect of expenses involved in conducting the instant game (excluding the cost of prizes and the licensed promoter's fee) is _____ % of the (actual) gross proceeds of the sale of tickets in the instant game. The items of expenditure to be met from this percentage are:
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
 - (e) _____
 - (f) _____
 - (g) _____
 - (h) _____
 - (i) _____
 - (j) _____
- 2 The fee that the Promoter shall be paid by the Society for conducting the instant game on behalf of the Society is \$ _____ (this amount includes GST).
- 3 This agreement is conditional upon the licence applied for being granted to the Society to conduct the instant game.

Signed

Date

Officer authorised to act on behalf of the society

Address

Telephone

Day

Evening

Signed

Date

(Licensed promoter or officer authorised to act on his/her behalf)

Address

Telephone

Day

Evening

11 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 forward your completed application 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

INFORMATION NOTES TO

Application for a Licence to Conduct an Instant Game



This information leaflet is divided into four sections:

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

A General Information

Do you require a licence?

Your Society must obtain a licence from Internal Affairs when the total value of prizes in the instant game is over \$50.

You do not require a licence to conduct an instant game where the total value of prizes offered is \$50 or less. There are special conditions relating to these instant games and societies should become familiar with them. Internal Affairs can supply information about these conditions.

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 may take up to three weeks to process and sufficient time should be allowed by societies when applying. This is a guideline as to the minimum time required to process your application. If your application is complex or unusual, longer than three weeks may be required.

Advertising an Instant Game

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

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 an instant game. 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 on this application 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 instant game. If we require additional information we will contact the organiser during working hours.

Note 3 Authorised Purposes

Licensed instant games may only be run to raise money for an authorised purpose. This 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 instant games 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 instant game; 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 instant game, the licensed Society will be held responsible for the actions of the other Society(s) helping with the instant game. 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 instant game, please supply postal addresses for those societies.

Are You Raising Funds for Travel?

If you are applying to conduct an instant game in order to raise funds for travel then you will have to supply a copy of your members itinerary and a letter of confirmation from your intended host.

Note 4 Instant Game Dates

The first date you wish to sell tickets should take into account the time required to process your application, print your tickets and distribute those tickets to sellers. The closing date for ticket sales must be no later than three months from the date tickets go on sale. Where a lesser selling period than three months is involved an extension of the selling period up to three months may be approved on application to Internal Affairs. Where the initial selling period was the maximum of three months, any extension, if granted, will not usually exceed two weeks. Applications to extend the selling period will not usually be approved if received later than the closing date printed on the tickets.

The prize claim period should be a period between four to twelve weeks from the closing date, to allow prize winners sufficient time to claim their prize.

Note 5 Ticket Details

Please detail the cost per ticket and the number of tickets in your instant game. A draft layout or printers proof of your ticket must accompany your application. A specimen ticket is on the last page of this information leaflet, which you should use as a checklist. All the arrowed information is required on your society's instant game ticket. Your tickets must be consecutively numbered, and only those trade advertisements approved by Internal Affairs can be shown on the ticket. If more than one organisation is sharing in the instant game profits, the percentage split must be shown on the tickets. Tickets cannot be held in the name of, or on behalf of, your society, or in the name of, or on behalf of any other society assisting in the conduct of the instant game.

The area in which your society can sell instant game tickets will be determined by the size and scope of your society. Divisions are made at regional and national level. A regional group will be allocated only its local area and not the whole country. National licences will only be granted where the society is national in character, has a headquarters as well as regional branches or some type of division at a local level or alternatively a national body with membership spread throughout the entire country. Applications to conduct national instant games should be made by the national headquarters or governing body of the society. The only exception is a national conference or similar, organised by a particular branch. In this instance, applications may be made by that branch but a copy of the approval by the national headquarters must be submitted with the application.

Note 6 Prizes

- Prizes must be available to prize winners at no additional cost and must be worth at least 30% of the instant game gross potential income.
- 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.
- Once ticket sales start prizes cannot be changed

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 7 Printers Verification

This verification must be completed by the society's printer. It shows that the printer agrees to: allow an Inspector of Gaming to enter the printing premises to view the allocation of prizes to tickets; provide sufficient security to ensure the anonymity of prizes to tickets (and thereby uphold the integrity of the instant game); and to ensure that the prize or prizes-bearing ticket or tickets are determined on a random basis or wholly by chance.

The verification shows a standard method of ensuring the allocation of prizes is fair. We are happy to consider other alternatives.

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 an instant game on your society's behalf. It also authorises the release of information held by the New Zealand Police regarding any conviction against the organiser.

Note 10 Agreement

This section need only be completed if you are engaging a licensed promoter.

This is an explanatory note on Regulation 17 of the Gaming and Lotteries (Licensed Promoters) Regulations 1978. This note is not part of the regulation but is intended to indicate its general effect.

- 1 The maximum amount, by way of expenses, involved in conducting an instant game that a promoter may deduct or receive must be mutually agreed by the promoter and the society applying for the licence to hold the instant game.
- 2 The society may meet any additional expenses resulting from any unforeseen changes of circumstances beyond the control of the promoter. The society cannot be compelled to make any such payment.
- 3 The fee to be paid to a promoter must be agreed before the society applies for the licence to hold the instant game, but in any case not more than 10 percent of the gross proceeds from the sale of tickets in the instant game may be paid by way of a fee.
- 4 It is an offence for a society or promoter to pay or offer to pay or deduct or receive any sum by way of expenses or fees in excess of the maximum provided for above.

C Audit Requirements

When your society is issued with a licence, it will also receive an audit and prize statement.

Your society has six weeks from the last date of the prize claim period to complete the audit and prize statement and return it to Internal Affairs. Audit extensions may be granted upon application to Internal Affairs. If an audit statement is not received, no new gaming licences will be issued until it is received and approved.

Your Auditor

This person cannot be associated with the conduct of the instant game, or with your licensed promoter if you are employing one.

Retention of Documents

Although you are not required to attach any other receipts or documentation to your audit, **your society must retain all unsold tickets, invoices, statements and other documentation relating to the instant game, for a period of six months from the date your audit was submitted to Internal Affairs.** These documents are to be produced upon request.

D Draft Ticket Layout

The following items must appear on the ticket and on the printers proof or draft layout of the ticket which should accompany this application. Use this as a checklist.

MATCH 3 AND WIN
DUNROVIN SCHOOL PTA

"Peel & Win" \$1

\$5	\$10	\$100
\$50	\$10	\$10

All proceeds go to building fund for new gym

Sponsored by
the terribly big company

6789 Limited to 10,000 tickets

- The name of the Society
- The cost of the ticket
- Authorised purpose. If two or more societies are involved then the percentage of the proceeds to be received by each must be shown
- Trade advertisements are permissible subject to approval
- How many tickets in the game
- Ticket number (tickets must be consecutively numbered)
- Organisers name and address and contact phone numbers
- Details of claim process
- Last date tickets can be sold
- Final date for claims to be lodged
- The condition that prizes may be redeemed by the bearer of the ticket
- Words to the effect that any ticket which is stolen, mutilated, altered, or defective in any other manner or otherwise invalid is void and ineligible for any prize
- Space for prize winner to write name, address, signature
- This wording must appear. Internal Affairs will issue a licence number

ORGANISER Joe Bloggs
11 Hobson Street
Dunrovin
Ph Day 477-1123 Night 477-1145

PRIZES

- Prizes up to \$100 may be redeemed from the point of sale. Prizes exceeding \$100 may be claimed after completion of the prize form statement from the Dunrovin School during office hours, 9am to 4pm at 3 Smith Street, Dunrovin or by posting to PO Box 987-126, Dunrovin.
- Closing date of ticket sales 9/4/98
- Last date for prize claim 9/7/98
- Prize money will be paid to the bearer of the ticket.
- Dunrovin School P.T.A. accepts no liability for invalid tickets or for lost tickets or claim forms. The P.T.A.'s decision as to the validity of any ticket is final and binding.

Name _____
Address _____
Signature _____

By licence under Section 8 of the Gaming and Lotteries Act 1977
Licence Number _____

Contact

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