



Application for a Licence to Conduct a Prize Competition

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 section 9
 Yes. Give details below

9 Authorisation *Refer to Information Note 9*

Full Name of Organiser

I,

Hereby seek approval to organise a prize competition 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 prize competition. 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 sample competition ticket or entry form.
 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

Application for a Licence to Conduct a Prize Competition

These Information Notes are divided into three sections:

A General Information **B** Application Form **C** Audit Requirements

A General Information

A prize competition is a competition or event in which the outcome is determined by a combination of skill (or knowledge) and an element of chance. If you are unsure whether your contest or event falls within the definition of a prize competition then contact your nearest Gaming Office for advice before applying.

Societies must apply to the Department of Internal Affairs for a licence to conduct a prize competition where the total retail value of all prizes being offered exceeds \$500.

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.

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 prize competition 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 prize competition. 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 prize competition. If we require additional information we will contact the organiser during working hours.

Note 3 **Authorised Purposes**

Licensed prize competitions 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.

Note 4

Details of the Prize Competition

Generally the maximum competition length is three months. This refers to the period between the start and close of entry form sales.

Results should be published in newspapers which cover the area where the prize competition will be conducted.

Note 5 **Entry Form Details**

Please indicate the entry cost of the competition, and any discount offered for purchasing multiple entries. Generally tickets will be limited to a set number. However, some 'entry form' styled contests may make this condition prohibitive. If so please advise at time of applying.

The information that is printed on all entry forms needs to reflect the rules of the prize competition. In addition the following is required:

- the society's name
- the authorised purpose
- the name and address of the organiser
- the prizes (and their retail values)
- the closing date of the competition
- the means by which winners will be notified
- name of newspaper(s) where results will be notified
- publishing dates
- the words 'by licence under section 26 of the Gaming and Lotteries Act 1977'
- the licence number (a number will be allocated to your society, if approved)

Note 6 **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.

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

Note 7 Competition Rules

A prize competition must be determined by a combination of skill or knowledge and chance. If the outcome is derived by skill alone then a licence is not required because the contest is not captured by the Gaming and Lotteries Act (for example a Hole-in-One competition). It is also a requirement that all participants in the competition must undertake or complete the skill element, not just the 'winner' answering a skill question after their entry is drawn out from the rest.

A typical prize competition requires the participants to gauge the outcome of an event or contest by exercising knowledge or skill, however an element of chance will still be evident eg how many marbles in a jar? If you require further clarification contact the nearest Gaming Licensing Office.

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 prize competition 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 competition concluding an audit and prize statement is to be supplied to the department. This must include the following information:

- Proceeds from entry sales (total income)
- total expenses (including the cost of prizes)
- total net proceeds (monies raised for the authorised purpose)

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

Contact

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Wellington
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