

# Minor gaming permit – raffles, lucky envelopes, fundraising events

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**This package contains the application and information material for a minor gaming permit to hold a raffle, fundraising event or sell lucky envelopes.**

## How to apply

**Email:** [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)

**Send application to:**

Victorian Commission for Gambling and Liquor Regulation  
GPO Box 1988  
Melbourne Vic 3001

**or lodge in person at:**

49 Elizabeth Street  
Richmond

## Need help?

For more information on how to apply for a liquor or gambling licence or permit:

- visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website at [vcglr.vic.gov.au](http://vcglr.vic.gov.au)
- telephone the VCGLR on 1300 182 457
- email the VCGLR at [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)



# APPLICATION FOR A MINOR GAMING PERMIT

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## IMPORTANT INFORMATION

The rules about minor gaming activities are in the *Gambling Regulation Act 2003* and the *Gambling Regulation Regulations 2005* (referred to hereafter as 'the Act' and as 'the Regulations').

### Minor gaming permit

A minor gaming permit covers the conduct of raffles, lucky envelopes and fundraising events. A permit may not be required in some circumstances – the section titled 'Determining whether a minor gaming permit is required' on page 3 tells you when you need to have a permit.

Also, there are separate information sheets for each minor gaming activity, each contain information about the activity and the rules (or conditions) that apply to that activity. The information sheets are available at [vcglr.vic.gov.au](http://vcglr.vic.gov.au) under Forms & Submissions. Alternatively, you can contact the VCGLR on 1300 182 457 or by email at [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au) to arrange to have information sent to you.

There is an **application fee** for a minor gaming permit. You need to obtain a permit and pay the application fee for **each activity** that you wish to conduct. To confirm the current application fee go to [vcglr.vic.gov.au](http://vcglr.vic.gov.au)

### Applying for a permit

To obtain a minor gaming permit, your organisation must be **declared by the VCGLR to be a community or charitable organisation**. Your organisation can apply for declaration at the same time you apply for a minor gaming permit.

If your organisation **has** been declared to be a community or charitable organisation, you should lodge the application for a minor gaming permit at least 21 calendar days (three weeks) before the commencement date of the activity you wish to conduct. Also, if your organisation has already been declared, you must tell us about any changes to the constitution or statement of purposes which have occurred since it was declared.

If your organisation has **not** been declared, you will first need to complete a 'Declaration as a community or charitable organisation' **application** form and send it to the VCGLR for assessment at least 28 calendar days (four weeks) before the commencement date of the activity you wish to conduct. This application form is available at [vcglr.vic.gov.au](http://vcglr.vic.gov.au) under Forms & Submissions. Alternatively, you can contact the VCGLR on 1300 182 457 or by email at [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au) and ask for the form to be sent to you.

### Duration of permit

A minor gaming permit for lucky envelopes will be issued for a period not exceeding two years. A raffle permit can be issued for a period no longer than 12 months and a conditions permit is issued for the period of the activity.

### Nominee

When applying for a minor gaming permit, your organisation needs to nominate a person over 18 years of age, who must be approved by the VCGLR. This person is called the 'nominee' (see section 4 on page 12). The nominee is responsible for ensuring that any minor gaming activity which is run under the permit is conducted in accordance with the conditions. Having a nominee does not exempt your organisation from any legal action if there is a breach of the minor gaming permit conditions.

If the nominee resigns, is dismissed, or leaves your organisation, you must nominate another person to be responsible for the minor gaming permit and notify the VCGLR within seven days. If a minor gaming permit holder does not have an approved nominee, the directors or members of the committee of management of the permit holder (as the case requires) are all separately responsible and liable under the Act as permit holder.

### False or misleading information

It is an offence under the Act to give information that is false or misleading. If you give false or misleading information, your application may be refused and/or you may be prosecuted and fined up to 60 penalty units. The current value of a penalty unit can be obtained at [vcglr.vic.gov.au](http://vcglr.vic.gov.au)

### Publication of disciplinary action

If disciplinary action is taken against the permit holder by the VCGLR, its decision, including the name of the community or charitable organisation which holds the permit and the permit number, will be published on the VCGLR website and in the VCGLR Annual Report.

### Privacy policy

The VCGLR is committed to responsible and fair handling of personal information consistent with the *Information Privacy Act 2000* and its obligations under the *Gambling Regulation Act 2003*.

## DETERMINING WHETHER A MINOR GAMING PERMIT IS REQUIRED

### RAFFLE

- (a) A **declared** community or charitable organisation can conduct a raffle without a permit if the *total retail value*\* of the prize(s) is **\$5,000 or less**.
- (b) A permit is required to conduct a raffle where the *total retail*\* value of the prize(s) is **more than \$5,000**.

\*The *total retail value* of prizes is determined by valuing the goods or services being offered as prizes at the *recognised retail price*. The *recognised retail price* of any goods or services is normally what they can be bought for in a retail situation, regardless of whether the prize has been purchased at a discount or donated.

### LUCKY ENVELOPES

A permit must be obtained to sell lucky envelopes.

### FUNDRAISING EVENT

A permit must be obtained to conduct a fundraising event.

# LODGEMENT GUIDE

## Directions for completion

- Ensure that you type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply to you or if there are no details to disclose in response to a particular question, state N/A in response.
- If the space available is insufficient, please supply the required information on an attachment page (see back of this form). Begin each answer with the title and reference of that question.
- ANY QUESTION NOT ANSWERED OR LEFT BLANK WILL RESULT IN THE APPLICATION FORM BEING RETURNED.
- Ensure ALL required attachments are enclosed with your nominee form.

## Complete application and payment details

The '**Application for a minor gaming permit**' must be completed on behalf of the organisation. If the organisation has not been declared by the VCGLR to be a community or charitable organisation, a separate application for declaration must be lodged. **Payment details** must be completed and the prescribed application fee must accompany the application for a minor gaming permit. Although you need only fill in one form for multiple activities, a separate permit is required for EACH activity and a fee is payable for EACH permit. To confirm the current application fee go to [vcglr.vic.gov.au](http://vcglr.vic.gov.au). The application fee is NON-REFUNDABLE and applications lodged without a fee CANNOT be processed.

## Complete Section 1

A member of the executive or committee of management (other than the nominee) must complete the '**execution and declaration**' section on behalf of the applicant. If the applicant has previously been declared as a community or charitable organisation and there has been any change in its constitution or statement of purposes since that time, advice of any change MUST be lodged with this application.

## Complete Section 2

Details of the account at an authorised deposit taking institution (financial institution) relating to the minor gaming activity must be provided.

## Complete Section 3

The '**details of minor gaming activity**' must be completed. The relevant activity (or activities) must be indicated and the sub-section - 3A raffle, 3B lucky envelopes, 3C fundraising event - for EACH proposed activity must be completed.

## Complete Section 4

The nominee must complete the '**details of nominee**' section. Proof of identity of the nominee MUST be provided. If separate nominees are being nominated to be responsible for the conduct of different activities under the permit, EACH nominee must complete Section 4 (the relevant page will need to be photocopied).

## Complete Section 5

The nominee must complete the '**charges, findings of guilt and convictions**' section AND the '**consent for release of information by law enforcement agencies**' form attached to this application form. If separate nominees are being nominated to be responsible for the conduct of different activities under the permit, EACH nominee must complete Section 6 AND the consent form (the relevant pages will need to be photocopied). If separate nominees are being nominated to be responsible for the conduct of different activities under the permit, EACH nominee must complete Section 6 (the relevant page will need to be photocopied).

## Complete Section 6

The nominee must complete the '**consent and declaration of nominee**' section. If separate nominees are being nominated to be responsible for the conduct of different activities under the permit, EACH nominee must complete Section 6 (the relevant page will need to be photocopied).

<h1 style="margin: 0;">Application for a minor gaming permit</h1>	Date ...../...../.....
	Permit number:           /
	File number:

.....  
(Full name of the community or charitable organisation)

Please tick  appropriate box:

**has been declared** as a community or charitable organisation and the declaration number is .....

or

**seeks to be declared** as a community or charitable organisation and has enclosed a completed application form for declaration.

<b>PAYMENT DETAILS</b>
<p><b>IMPORTANT INFORMATION</b></p> <p>The application fee for <u>each</u> activity to be conducted under a permit must accompany an application for a minor gaming permit. Please note that, once an application has been registered, the application fee is non-refundable.</p> <p><b>Note:</b> Go to <a href="http://vcglr.vic.gov.au">vcglr.vic.gov.au</a> to determine the current application fee for a minor gaming permit.</p> <p>The application fee can be paid by:</p> <ul style="list-style-type: none"> <li>cheque or money order, made payable to the Victorian Commission for Gambling and Liquor Regulation</li> <li>credit card (Visa or MasterCard) payment at the VCGLR's office at 49 Elizabeth Street, Richmond</li> <li>credit card by completing the appropriate details below.</li> </ul>
<b>PAYMENT BY CREDIT CARD</b>

**Card type**     Visa     MasterCard    **Amount \$**

(tick appropriate box)

**Card number**

**Expiry date**

**Name shown on card**

**Cardholder's signature**

**Daytime telephone contact number of cardholder**

**SECTION 1: DETAILS OF APPLICANT**

To be completed by a member of the board of directors or committee of management other than the nominee

**Personal particulars:**

Title:  Mr       Mrs       Ms       Miss

First name: ..... Middle name: .....

Last name: .....

Position held: .....

**Address:** (preferred postal address)

Street number and name: .....

City / town / suburb: .....Postcode: .....

**Contact numbers:**

Telephone number: ..... Mobile number: .....

Email: ..... Fax number: .....

If the applicant has been previously declared as a community or charitable organisation, has there been any change in its constitution or statement of purposes since that time?      Yes       No

If **YES** to the above question, advice of any change must be lodged with this application.  
Advice attached?      Yes

**EXECUTION AND DECLARATION**

On behalf of the board of directors/committee of management of the applicant, I, the undersigned:

- (a) make application for a minor gaming permit
- (b) declare that the contents of this application are true and correct
- (c) nominate the person described in Section 4 of this form under Section 8.3.12 of the *Gambling Regulation Act 2003*.

Signature: ..... Date: ..... / ..... / .....

Signature of witness\*: .....

Name of witness: .....

\* Any adult can be a witness

## SECTION 2: FINANCIAL INSTITUTION

### IMPORTANT INFORMATION

The organisation must maintain a single account at a financial institution in Victoria for all financial transactions relating to any minor gaming activity.

The records of this account must be kept for three years after the completion of the transactions to which they relate and be made available to the VCGLR upon request.

### Details of account at a financial institution into which proceeds will be paid:

Full name of account: .....

Financial institution: .....

Branch address: .....

Account number: .....

## SECTION 3: DETAILS OF MINOR GAMING ACTIVITY

Place a tick in the box(es) below for each activity to be conducted under a minor gaming permit:

- Section 3A – raffle
- Section 3B – lucky envelopes
- Section 3C – fundraising event

Please complete the following section that applies to each activity you intend to conduct (if you are applying for permits for more than one activity, you must complete each relevant section).

**Note:** The prescribed application fee applies to each activity to be conducted under a minor gaming permit.



**SECTION 3A: RAFFLE**

**Complete this section if you intend to conduct a raffle.**

**Details of ticket sales**

Maximum number of tickets: ..... Price per ticket: \$ .....

Start date of ticket sales: ..... / ..... / .....

Closing date of ticket sales: ..... / ..... / .....

**Draw particulars**

Date of draw: ..... / ..... / ..... Time of draw: ..... am/pm

Full address where draw will be conducted: .....  
 .....

**Method of publication of results (as printed on the tickets)**

..... / ..... / .....  
 Name of newspaper/website address/other medium Date published

**Details of raffle prize(s)**

<i>Prize(s)</i>	<i>Total retail value (\$)</i>
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
<b>TOTAL</b>	

**Information to be included on the raffle ticket:**

- name of the community or charitable organisation to benefit from the raffle (i.e. the permit holder)
- permit number
- ticket price
- maximum number of tickets authorised by the permit
- description of each prize and its retail value
- when and where the raffle will be drawn
- method of publication or notification of results
- details of any book buyer's prize (if applicable)

If the nominee is not an employee of the raffle permit holder and will receive payment (other than reasonable out of pocket expenses), or the raffle permit holder or the nominee has an agreement or arrangement with a person (other than an employee of the permit holder) to promote or conduct the raffle for reward, that fact (including the name and, if applicable, ACN of the nominee or the person promoting or conducting the raffle for reward) must be printed on every ticket or on all material advertising the raffle.

If all or part of the proceeds are to be paid to, or for the purposes of, a political party, every ticket must state that all or part of the proceeds are to be paid to or for the purposes of a political party and must name the political party.

**SECTION 3A - ADDITIONAL INFORMATION (to be completed if applicable):**

**(1) COMMERCIAL RAFFLE ORGANISER:**

Is there is an agreement with a commercial raffle organiser to promote or conduct part or all of this raffle for reward? Yes  No

If **YES**, complete the following details:

Print name of company: .....

You **MUST** provide a copy of the agreement. Is a copy of the agreement enclosed? Yes

**(2) BOOK BUYER'S PRIZE:**

Every person who buys a book of \_\_\_\_\_ tickets will be entitled to entry into a separate draw for:

<i>Prize</i>	<i>Retail value \$</i>
<b>Total</b>	

Draw date: ...../...../..... Time: ..... am/pm

Place: .....

**(3) BOOK SELLER'S PRIZE:**

Every person who sells a book of \_\_\_\_\_ tickets will be entitled to entry into a separate draw for:

<i>Prize</i>	<i>Retail value \$</i>
<b>Total</b>	

Draw date: ...../...../..... Time: ..... am/pm

Place: .....

**(4) EARLY BIRD BUYER'S PRIZE:**

Every person who buys a ticket by ...../...../..... will be entitled to entry into a separate draw for:

<i>Prize</i>	<i>Retail value \$</i>
<b>Total</b>	

Draw date: ...../...../..... Time: ..... am/pm

Place: .....

**(5) EARLY BIRD SELLER'S PRIZE:**

Every person who sells a ticket by ...../...../..... will be entitled to entry into a separate draw for:

<i>Prize</i>	<i>Retail value \$</i>
<b>Total</b>	

Draw date: ...../...../..... Time: ..... am/pm

Place: .....

**SECTION 3B: LUCKY ENVELOPES**

**Complete this section if you intend to sell lucky envelopes**

**Details of ticket sales** (please tick relevant box).

The organisation:

currently holds a permit to sell lucky envelopes which is due to expire on: ..... / ..... / .....

**OR**

does not hold a permit to sell lucky envelopes and the proposed date of first sales is: ..... / ..... / .....

**Supplier of lucky envelopes**

Name of supplier: .....

Address of supplier: .....

.....

Telephone number: ( ..... ) .....

**Proposed location and date of ticket sales**

Are you proposing to use tickets that are printed with your organisation name and permit number?  
 Yes  No

If **NO**, please provide details of the proposed location and date(s) of ticket sales:

<i>Location</i>	<i>Date</i>







**SECTION 6: CONSENT AND DECLARATION OF NOMINEE**

I, .....  
Full name of nominee

consent to act as nominee for the conduct of a minor gaming activity on behalf of the community or charitable organisation named in this application and declare that:

- (a) I acknowledge that I am personally responsible for the conduct of this activity
- (b) I will ensure that the minor gaming activity is conducted in accordance with the conditions of the permit and that the minor gaming activity is conducted in compliance with the *Gambling Regulation Act 2003* and the **Gambling Regulation Regulations 2005**.
- (c) all statements by me contained in or accompanying this application are true and correct.

Signature of nominee: ..... Date: ..... / ..... / .....

Signature of witness: \* .....

Name of witness: .....

\* Any adult can be a witness

## Consent for release of information by law enforcement agencies

Name: .....  
(Print full name)

Address: .....  
(Print full address)

### CONSENT

A reference in this 'Consent form' to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) includes a reference to a member of its staff and any other person appointed in writing by the VCGLR.

I hereby consent, for the purposes of an application pursuant to the *Gambling Regulation Act 2003*, and for the purposes of ongoing monitoring, to all probity investigations carried out by the VCGLR, including but not limited to:

(a) Inspection of criminal, intelligence or other records kept or maintained by:

- the Victoria Police
- any State, Territory, federal or overseas police force
- any crime investigation agency
- any corporate regulatory agency
- any gambling regulatory body
- any casino regulatory body
- any Court
- any government agency.

(collectively referred to as 'law enforcement agencies').

(b) Release of particulars of any convictions, findings of guilt or other information recorded against me by the law enforcement agencies including, without limitation:

- details of all prosecutions, including acquittals and matters withdrawn or dismissed and all findings of guilt, whether or not a conviction was recorded;
- matters or charges still outstanding;
- law enforcement agencies' intelligence howsoever obtained;
- any other matters recorded as arising either in Victoria or elsewhere by any law enforcement agency and considered relevant to the investigation or assessment of my application for approval as a nominee and/or my ongoing suitability as a nominee under the *Gambling Regulation Act 2003*.

### RELEASE

In consideration of a law enforcement agency providing particulars of any convictions, intelligence or other information recorded against me, **I hereby release** the VCGLR, each law enforcement agency and their servants, agents or contractors to the full extent of the law and against any claim or demands of any kind and any actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the use or misuse of the information obtained out of this consent including particulars of any conviction, findings of guilt or other adverse material purporting to relate to me.

### ACKNOWLEDGEMENT

I acknowledge that I have read and understand the terms of this consent form and I have had the opportunity to obtain independent legal advice before signing this consent form. I agree that a photocopy of this form will be considered as effective and as valid as the original. This consent commences on the date below and continues until the later of:

- the VCGLR considers that I am no longer a nominee of the holder of a minor gaming permit
- the expiry of the minor gaming permit (if granted).

### EXECUTION AS A DEED

.....  
Signature of nominee

Dated: ..... / ..... / .....  
(Day/month/year)

.....  
Signature of witness

.....  
Printed Name of witness (any adult can be a witness)



## MINOR GAMING PERMIT APPLICATION

### CHECKLIST

- The application is by an organisation that:
  - (a) has been declared by the VCGLR as a community or charitable organisation
  - (b) has applied to the VCGLR for 'Declaration as a community or charitable organisation'.
  
- The applicant is a declared community or charitable organisation and there has been a change in its constitution or statement of purposes since that time, AND advice of any change has been lodged with this application.
  
- The application for a minor gaming permit and payments details have been completed AND the prescribed application fee is attached for each activity to be conducted under a permit.
  
- A member of the executive or committee of management (other than the nominee) has completed the details of applicant at Section 1, AND the execution and declaration clause has been signed, dated and witnessed.
  
- Section 2, financial institution requirements have been completed.
  
- The activity (or activities) to be conducted under the permit has been indicated at Section 3.
  
- The relevant sub-section of Section 3 for the proposed activity (or activities) has been completed AND requested documentation has been provided with this application (e.g.: Section 3A(1) copy of commercial raffle organiser agreement and Section 3C copy of rules of each game).
  
- Section 4, details of nominee has been completed AND a photocopy of appropriate identification has been provided.
  
- The nominated person has:
  - completed Section 5: charges, findings of guilt and convictions
  - signed and dated the consent and declaration before a witness - Section 6
  - completed the 'Consent for release of information by of law enforcement agencies' form – pages 14 and 15