

Associate Details Form

Background information

This document provides information about the Associate Details form.

Venues cannot submit their venue licence application/s without all associate detail forms. Ensure you complete it promptly and return to your venue/s.

You are also required to provide your associate details form to any applicant seeking to be listed on the Roll of Recognized Manufacturers, Suppliers and Testers of Gaming Equipment with whom you are associated.

You are an associate if you:

- hold or will hold a relevant financial interest or relevant power in the business and is able to exercise a significant influence over the management or operation of the business;
- hold or will hold a relevant position in the business; or
- are a relative of the applicant or licence holder.

Further details about associates can be found on the Liquor and Gaming website at [Supporting information | Treasury and Finance Tasmania](#).

You can begin completing an Associate Details form [online](#)

Key information

- Applications open **July 2022**.
- Completion of an Associate Details form is **required** as part of a Venue Licence Application, and if you are an associate to any entity applying to be listed on the Roll.
- You only need to submit **one** associate form. You provide the **pdf receipt of the form** to all applicants you are associated with.
- Individual associates will be required to provide **proof of identification**. This information is sent directly to the Liquor and Gaming Branch. You do not need to supply your proof of identification to Venue Licence or Roll applicants.
- There is **no fee** to submit an Associate Details form.

Further information

Information required to submit

You will be required to:

1. Provide information about yourself, such as your address, contact number and email, and date and place of birth.
2. Detail the nature of your association to the Venue or Roll applicant, and list the entity(s) you are associated to.
3. Answer a number of probity questions relating to your criminal and financial history.

4. If you are an individual associate, submit proof of identity documentation compliant with the proof of identity documentation standards <Link: <https://www.treasury.tas.gov.au/liquor-and-gaming/forms/proof-of-identity>>
5. Read and sign the consent and declaration, and submit your form.

Venue Licence and Roll Applications

You are encouraged to complete an Associate Details form as soon as possible in consultation with the associated venue operator or Roll applicant(s). Your Associate Details form needs to be completed in order for the associated applicant to submit a Venue Licence or Roll application form.

Following submission of an Associate Details form, you will be provided with a document detailing your responses minus any sensitive information, such as your identification documents. You must provide a copy of this document to all applicants you are an associate to for inclusion in the Venue Licence or Roll application form.

You can provide this document to multiple Venue Licence or Roll applicants, meaning you only need to submit a form once.

For individual associates

Proof of Identity Standards

From 21 June 2022, the Liquor and Gaming Branch has changed its requirements for what kind of proof of identity documentation is required to establish an individual's identity as part of various liquor and gaming applications. You will be required to provide a combination of identity documents which must include:

- a photo identity document;
- full name;
- date of birth; and
- current residential address.

You will no longer be required to have these documents certified by a Commissioner for Declarations or Justice of the Peace.

Further information about the new standards of proof of identity documentation is available on the Liquor and Gaming website at [Proof of identity | Treasury and Finance Tasmania](#).

For company associates

You will be required to provide some additional detail about your company and shareholders, and more specific information regarding your litigation, gaming and financial history.

You will not need to provide the same proof of ID information as an individual associate.