

Venue Licence Application Guidelines

Background information

These Guidelines provide a detailed step-by-step guide to complete a Venue Licence Application. Other supporting materials are available:

- [Venue Licence Checklist](#)
- [Associate Details Form Information](#)
- [Venue Licence Financial Information Worksheet Guidelines](#)

Key information

Applications open July 2022.

These Guidelines can be used by all entity types - company, incorporated body/club, partnership or individual. Some information is dependent on the entity type.

The Guidelines follow the order of the online [Venue Application form](#). Applicants will need to enter some information directly into the online form (“Application information”) and attach other information (“Attachments”). Attachments must be .pdf, .doc, .docx, .zip, .mpg, .jpg, .jpeg, .png, .csv, .xls, .xlsx or .gif format.

*You are encouraged to **save** after completing each page of the application. To save your application, you need to provide an email and password to re-access the application at a later time.*

Most of this application can be completed by an associate to the applicant. However, the entity applying for the licence (the applicant) will be required to agree to the terms and conditions of this application (by agreeing to the stated declaration towards the end of this application) and submit.

We note current Licensed Premises Gaming Licence holders have already provided some of the information below. This is a separate assessment process, for a licence of 20 years duration. You will need to provide this information to us again so we can confirm the currency under the new licensing arrangements.

*The application form comprises a total of **15 pages**. Instructions for each page are detailed below. Information is broadly categorised as:*

- *Venue and applicant details: pages 1-3*
- *Business history and compliance information: pages 4-9*
- *Proof of identification (if applying as an individual/sole trader): page 10*
- *Financial history including a Financial Assessment Worksheet: page 11*
- *Associate information: pages 12-13*
- *Payment and consent: pages 14-15*

Items in italics in the below sections may be required, depending on the information you supply.

Page 1: Licence application type

Applicants must select which licence type they are applying for:

- Keno

- Gaming machines
- Keno and gaming machines

2: Venue details

Application information:

- Venue name, contact number, address
- Venue owner - individual(s) or organisation
- Venue owner contact name and number
- Existing licence arrangements - existing number of keno terminals and/or EGMs, and proposed number of keno terminals and/or EGMs
- Liquor licence information - licence holder name, liquor licence number

You need to attach:

- Property plan(s) showing the location of buildings and car park
- Proposed floor plan of the venue indicating keno terminals, coin change machine locations and/or gaming area

Page 3: Entity type

Attachments:

- All entity types must provide a **certificate of registration** for the business name.

If you're applying to operate the venue as a freeholder owner you need to attach	Certificate of Title for the venue
If you're applying to operate the venue as a lessee , you need to attach	Current lease (must be in the full name of the applicant)

- Each entity must provide the information and additional documents detailed below.

If you're applying on behalf of a **company**, you need to provide:

- Company name
- Trading name
- Identify if you're linked to a trust
- Registered address
- ABN/ACN
- Business contact number
- Identify if you intend to operate as a freehold owner or lessee
- Identify any other venue licence applications you have or intend to submit

You need to attach:

- Certificate of Registration of a company with ASIC

If you're applying on behalf of an **incorporated body or club**, you need to provide:

- Entity or club name
- Identify if you're linked to a trust
- Registered address
- ABN/Incorporation number
- Business contact number
- Identify if you intend to operate as a freehold owner or lessee
- Identify any other venue licence applications you have or intend to submit

You need to attach:

- Certificate of Incorporation
- Constitution

If you're applying on behalf of a **partnership**, you need to provide:

- Partnership name
- Identify if you're linked to a trust
- Registered address
- ABN/ACN
- Business contact number
- Identify if you intend to operate as a freehold owner or lessee
- Identify names of partners (who are required to separately submit an associate application)
- Identify any other venue licence applications you have or intend to submit

You need to attach:

- Partnership agreement

If you're applying on behalf of an **individual/sole trader**, you need to provide:

- Your identifying information - name, any previous names, date of birth, email address
- Trading name
- Identify if you're linked to a trust
- Registered address
- Any previous addresses within the last three years (if applicable)
- ABN/ACN
- Business contact number
- Identify if you intend to operate as a freehold owner or lessee
- Identify if you intend to operate the venue as a manager. Please note, only the individual that intends to hold the licence can approve the application and submit it.
- Identify any other venue licence applications you have or intend to submit

Page 4: Business affiliations

This section requires you to answer a series of yes or no questions on your business operations. Your answer may prompt you to enter additional detail.

You may require information on:

- *Interstate or overseas business operations*
- *Change to trading/business names*
- *Your involvement in ownership, administration or management of specific gaming operations*
- *Your financial interest in other companies*

Page 5: Litigation history

This section requires you to answer a series of yes or no questions on your litigation history. Your answer may prompt you to enter additional detail.

You may require information on:

- *Previous offences or convictions*
- *Current charges or summons against you*
- *Previous actions against you for industrial relations issues or workplace safety breaches*
- *Previous investigations by ASIC or other government authorities*
- *Previous association with a company that has been investigated by ASIC or other government authorities*
- *Civil litigations against you*

Page 6: Gaming history

This section requires you to answer a series of yes or no questions on your gaming industry history. Your answer may prompt you to enter additional detail.

You may require information on:

- *Current applications or licences for casino/gaming industry in Australia or overseas*
- *Licence history, specifically liquor, gaming or other occupational licences*
- *Any licence revocations*
- *Any disciplinary action when conducting liquor or gaming activities, including in other jurisdictions*

Page 7: Recorded surveillance

This section requires you to provide detail about the surveillance of your gaming area, including any coin change machines.

You must comply with [the technical requirements](#) for recorded surveillance as stipulated by the Tasmanian Liquor and Gaming Commission.

You may need to attach:

- A minimum of two (2) photographs of the following location(s): one taken from the staff area showing the coin change machine, and one/more from a position showing the staff area and the proposed coin change machine location(s).

Page 8: Tasmanian Gambling Exclusion Scheme (TGES)

You must enter details of staff who will access the [Tasmanian Gambling Exclusion Scheme](#) database. You must provide a nominated email address to receive TGES information and updates.

Page 9: Employee protections

You must confirm the protections you have in place for employees to inform regulatory bodies of any instances of non-compliance with the [Gaming Control Act 1993](#) and/or general misconduct by the licence holder.

Page 10: Proof of Identification (only applicable if applying as an individual/ sole trader)

You must provide evidence of identity documentation compliant with the Liquor and Gaming Branch [proof of identity standards](#).

Page 11: Financial history

You need to attach the following mandatory items if you are applying to operate **gaming machines** (or keno *and* gaming machines):

- A [Financial Assessment Worksheet](#). [Guidelines](#) are available to help you complete this worksheet
- Financial statements of the company consisting of a balance sheet, profit and loss statement and explanatory notes for the past three years
- A copy of the most recent auditor's report on the financial affairs of the company

You need to attach the following mandatory items if you are applying to operate **keno only**:

- Annual return, lodged as required by the *Associations Incorporations Act 1964* for the past three years
- Financial statements of the company consisting of a balance sheet, profit and loss statement and explanatory notes for the past three years
- A copy of the most recent auditor's report on the financial affairs of the company

In addition to the mandatory attachments above, if you're applying on behalf of a **company or an incorporated body/club**, you need to attach:

- Details of company corporate structure
 - Details of all holding, subsidiary and related companies, including details of business conduct by such companies
 - List of shareholders
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In addition to the mandatory attachments above, if you're applying on behalf of an **individual or sole-trader**: you need to providing information about your debt and bankruptcy history, and may be prompted to provide relevant supporting documentation.

Page 12: Associate details

You are required to enter the details of any associates. An associate is a person who has a relevant financial interest, position or significant influence in the business and/or are a spouse or relative. You are required to enter the name and position of any associate(s), and upload a copy of their associate details form. They are required to complete that form and supply a copy to you.

For information about the associate application process, see the [associate application process guidelines](#).

Page 13: Nominated associate details

You are required to nominate an associate who will be the ongoing contact for the application and licence.

Page 14: Payment

You will be prompted to submit payment for your application.

Page 15: Consent and declaration

You will be required to consent to disclosure of your information for the purposes of making an assessment on your application and to declare the accuracy of your responses.