

Venue Licence Checklist

Background information

This checklist details the information required to submit a compliant Venue Licence Application. Applications open 1 July 2022.

It can be used by all entity types - company, trust, club or partnership/individual, but please note the requirement for some information is dependent on the entity type.

The checklist is split between information that needs to be entered directly into the online application form (“Application information”) and information that needs to be attached (“Attachments”).

We note current Licensed Premises Gaming Licence holders have already provided some of the information below. You will need to provide this information to us again so that we can confirm the currency under the new licensing arrangements. If you are uncertain about what information we already hold, or you need to check it, please contact us.

Start preparing now and get your attachments ready to upload.

Application information (to be entered in online form)

- Venue details and venue owner details
- Applicant details, including information specific to the entity applying
- Litigation history
- Details on current/previous association with the gaming industry
- Details on recorded surveillance (including CCTV locations covering all gaming related areas)
- Nomination and details for staff to access the Tasmanian Gambling Exclusion Scheme database
- Proof of identity evidence, including name, address, date of birth and photo ID (This will be required for all associates and for individuals applying for a licence.)
- Identify all individuals who will need to submit associate applications. Information on the associate application process will be available by June 2022.
- Contact details for ongoing contact throughout application process (applicant or nominated associate)
- Credit card information for the application fee
- Authority and consent by the applicant to conduct probity checks

Financial history details

Applications for the operation of electronic gaming machines will be subject to a comprehensive assessment of your financial history. You may wish to seek advice from an accountant to assist with accurate information for this review.

- Financial statements of the entity (balance sheet, profit and loss and explanatory notes) from the most recent three years
- Details of assets external to the business (if used/intended to be used as security for borrowings) (**Only applicable to applicants planning to operate EGMs**)

Attachments - dependent on the entity applying

- Copy of property lease or title
- Property plan(s) showing the location of buildings and car parks
- Complete floor plan of the venue indicating keno terminals, coin change machine location(s) and/or gaming area where applicable
- Certificate of Registration of a company with ASIC / Certificate of Incorporation and copies of incorporating documents / trust deed or partnership agreement
- Certificate of Registration for the business name
- Diagram of company/ownership structure
- Details of all holding, subsidiary and related companies, including details of business conduct by such companies
- Details of company directors and shareholders (including percentage of shares owned)
- Letter from qualified accountant confirming number of profitable years (based on Earnings before interest, taxes, depreciation and amortisation) in most recent 10 years (or available years of business operation, whichever is greater) (**Only applicable to applicants planning to operate EGMs**)
- Photographs of the proposed location(s) of coin change machine taken from the staff area, and/or from a position showing the staff area and the proposed coin change machine location(s) (**Only applicable to applicants planning to operate EGMs**)