

Form 3

Application for a gaming machine licence



Queensland
Government

Gaming Machine Act 1991 s. 56 • V6 December 2022

Office use only

Org no.
App no.
Lic no.
Site no.
Rec no.
Amount \$.....
Date

Instructions

Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).

Note: applicants should be aware that the Commissioner for Liquor and Gaming has the legislative ability to require additional information from an applicant to enable the Commissioner to make a fully informed decision.

Warning

Failure to honestly and truthfully complete this form will delay the process of the application, may impact on the outcome of the application and may constitute an offence under section 350 of the *Gaming Machine Act 1991*. Maximum penalty for providing false or misleading information - 400 penalty units or two years imprisonment.

Fees

To find out the current application fee go to www.business.qld.gov.au/liquor-gaming

Part A—Required documents to be attached to application form at lodgement

<p>Section 1</p> <p>Category 1: hotels</p>	<p>Companies</p> <p><input type="checkbox"/> Form 3C <i>Company details for a category 1 licensed premises (hotel)</i> and all required documents</p> <p>Individuals</p> <p><input type="checkbox"/> Form 5 <i>Personal details schedule/personal probity form</i></p> <p><input type="checkbox"/> Individuals intending to act as the gaming nominee at this premises must undertake the gaming nominee course and provide a copy of the certificate of competency. This application can be lodged prior to completion of the course but the certificate must be provided before the application can be finalised</p> <p><input type="checkbox"/> Where you are acting on behalf of a trust provide:</p> <p><input type="checkbox"/> A copy of the executed trust deed and all amendments or variations</p> <p><input type="checkbox"/> Form 5 <i>Personal details schedule/personal probity form</i> completed for all beneficiaries over the age of 18 years</p> <p><input type="checkbox"/> If a beneficiary of the applicant trust is a company or a company/person acting on behalf of another trust provide:</p> <p><input type="checkbox"/> ASIC Extract for the company obtained within 14 days of this form being lodged</p> <p><input type="checkbox"/> A copy of the executed trust deed and all amendments or variations</p> <p><input type="checkbox"/> Form 5 <i>Personal details schedule/personal probity form</i> completed for all beneficiaries over the age of 18 years.</p> <p>Partnerships</p> <p><input type="checkbox"/> Where the applicant is a partnership, each partner must provide the forms and documents relating to a company or an individual as outlined above</p> <p><input type="checkbox"/> Executed copy of any partnership agreement in place.</p>
<p>Section 2</p> <p>Category 2: clubs</p>	<p><input type="checkbox"/> Form 3B <i>Club details for a category 2 gaming machine licence</i> and all required documents</p>
<p>Section 3</p> <p>All applicants</p>	<p><input type="checkbox"/> Prescribed fee. See schedule of current fees at www.business.qld.gov.au/liquor-gaming</p> <p><input type="checkbox"/> Detailed plans meeting all the requirements specified in the guidelines—plans*</p> <p><input type="checkbox"/> Form 20B <i>Affidavit for Gaming Machine Licence</i>. This document must be fully completed and witnessed by a Justice of the Peace/Commissioner of Declarations</p> <p><input type="checkbox"/> Copy of the certificate of registration of a business name. Required for all hotels and for clubs where the trading name for the premises will be different to the proposed licensee</p> <p><input type="checkbox"/> Copy of title search, lease, head lease or sub-lease as applicable*</p> <p><input type="checkbox"/> Detailed submission of your intended responsible gaming initiatives. See <i>Guidelines—gaming machine licences and increases</i></p> <p><input type="checkbox"/> Community impact statement. See <i>Guidelines—community impact statement</i></p> <p><input type="checkbox"/> Supporting documentation for source of project costs – refer to section 12.</p> <p>For premises where a gaming machine licence is currently in operation:</p> <p><input type="checkbox"/> A written request may be considered for the waiver of the requirements under ss. 55B–C of the <i>Gaming Machine Act 1991</i> to provide the community impact statement and to advertise if the premises is already operating as a gaming site and provided there is no intention to make major changes to the current operations and/or redevelopment of the premises.</p> <p>*Lodgement of these documents is not required in circumstances where a gaming machine licence is currently operating at the premises.</p>

Part B—All applicants complete every section

Section 4 Applicant details	Applicant name If any individual or company is acting as trustee, the name of the trust must be included. If the applicant is a partnership, include full name of each individual or company in the partnership and include any Trust where applicable. ABN
Section 5 Applicant contact details	Contact person Postal address Locality/suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone Fax Mobile Email
Section 6 Consultant contact details	If you wish OLGR to liaise with an agent or consultant on your behalf, the following details appointing the agent must be completed: Company name Contact person Postal address Locality/suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone Fax Mobile Email
Section 7 Premises details	Premises name (as stated on your liquor licence and certificate of registration of a business name) Premises address Locality/suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Phone no. Fax no. Premises email Postal address Locality/suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Section 8 Gaming machines	Enter the no. of gaming machines you are requesting (The maximum no. of gaming machines allowed for a hotel is 45 and a club is 300)
Section 9 Town planning	Do you have appropriate town planning approval for the proposed gaming trading hours? <input type="checkbox"/> Yes <input type="checkbox"/> No—do not proceed with this application until approval has been provided.

Section 10 Trading hours	Enter the hours you are requesting to operate the gaming machines		
	Day	Start time	Finish time
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		
Section 11 Liquor licence no.	Current liquor licence no.		
Section 12 Applicant's financial arrangements	<p>Please complete the below table detailing the funds to be utilised for the project and the source of those funds. Project costs may include purchase of the business and/or freehold, construction/fit-out, and purchase of operating authorities/entitlements and gaming machines required to commence gaming operations. Evidence of the source of funds must be provided and may include loan agreements, financial/bank statements and details of securities or personal undertakings.</p> <p>Please replicate this table if there is insufficient space and include as an attachment.</p>		
	Project funding required (e.g. purchase of business)		
			\$
			\$
			\$
	Total funding required		\$
	Source of the funding		
	Source type (e.g. own funds)	Documentation (e.g. bank statement)	Total from the source
			\$
			\$
			\$
	Total source of funds (must equal total funding required)		\$
Section 13 Applicant's tenure details	<p>Please indicate the applicant's tenure of the premises:</p> <p><input type="checkbox"/> Owner of the freehold.</p> <p><input type="checkbox"/> Contracted to purchase the freehold.</p> <p><input type="checkbox"/> Lessee of premises.</p> <p><input type="checkbox"/> Contracted to lease the premises.</p> <p><input type="checkbox"/> Sub-lessee of premises.</p> <p><input type="checkbox"/> Contracted to sub-lease the premises.</p> <p><input type="checkbox"/> Other—please specify</p>		
Part C—All liquor licence transferees			
Section 14 Change of premises name	<p>If you intend to change the name of the premises, enter the new name as it appears on the certificate of registration of a business name</p> <p>A copy of the certificate must be provided with this application</p> <p><input type="checkbox"/> An application to change the name on the liquor licence has been lodged with OLGR</p>		
Section 15 Current gaming machine details	<p>No. of gaming machines currently approved at the premises</p> <p>No. of gaming machines currently operating at the premises</p>		

Part D—Category 1: hotel transferees only**Section 16****Operating
authorities**

No. of operating authorities attached to the current licence.....

No. of operating authorities to transfer to the new licence

Part E—Category 2: club transferees only**Section 17****Entitlements**

Clubs should note that on the issue of the new licence all temporary transfers of entitlements will end. If you wish to continue an existing temporary transfer, it must be renegotiated with the other party and a new application for a temporary transfer of the entitlements must be lodged with OLGR.

On the issue of the new licence any entitlements surplus to the number transferring to the new licence will become entitlements of the State.

Any permanent transfers approved by the Commissioner of Liquor and Gaming but not yet settled must be finalised prior to the issue of the new licence or the associated entitlements will become entitlements of the State.

No. of gaming machine entitlements attached to the current licence.....

No. of gaming machine entitlements to transfer to the new licence

Part F—New gaming premises only**Section 18****Premises
information**

Please provide current details of the new premises:

☐ Already operating as hotel or club☐ Under construction. Expected completion date / / ☐ Is in a shopping centre or retail precinct☐ Is in a resort complex.**Section 19****Projected revenues**

Please complete the table below with the estimated annual total for each of the areas of trade at the premises. (do not include detached bottle shops)

	Receipts		Sales costs		Overheads		Net surplus	
	\$	%	\$	%	\$	%	\$	%
Bar								
Attached bottle shop								
Food								
Entertainment								
Gaming								
Total		100%		100%		100%		100%

Section 20 Childcare facilities	<input type="checkbox"/> Supervised childcare facilities are provided within the premises <input type="checkbox"/> A management plan for child minding facilities is in place. A copy of the plan must be provided																																								
Section 21 Floor space of premises	Enter the total floor space of the premises..... Enter the publicly accessible floor space of the premises..... (exclude accommodation and toilet areas) Enter the gaming floor space of the premises Enter the floor space of bar/s and service areas/s.....																																								
Part G—Applicant declaration																																									
Section 22 Individual applicant Club and company applicants do not need to complete this section	I (insert full name) <ul style="list-style-type: none"> am the person identified in Section 4 of this application form certify that the statements and particulars contained herein and all matters accompanying this form are true and correct in every detail and fully disclose the information required to complete this application. certify that no one other than the applicant listed on this form, and any parties otherwise declared within the <i>Form 20B: Affidavit for gaming machine licence</i>, has or will have, a direct or indirect interest or influence in, or receive a financial benefit from the conduct of gaming, should a licence be granted. Signature..... Date <table border="0"> <tr> <td><input type="text"/></td><td><input type="text"/></td><td>/</td><td><input type="text"/></td><td><input type="text"/></td><td>/</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>D</td><td>D</td><td></td><td>M</td><td>M</td><td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	D	D		M	M		Y	Y	Y	Y																				
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Section 23 Body corporate applicant (company /club) Gaming Machine Act section 56(7) requires that two executive officers authorised to sign by the body corporate must sign this application. Sole directors should also sign here. Clubs incorporated under the <i>Associations Incorporation Act 1981</i> must place the club seal over the signatures.	I/We and (insert full name of executive officers) <ul style="list-style-type: none"> certify that I am/ we are authorised to make this application on behalf of the body corporate identified in Section 4 of this application form certify that the statements and particulars contained herein and all matters accompanying this form are true and correct in every detail and fully disclose the information required to complete this form. certify that no one other than the applicant listed on this form, and any parties otherwise declared within the <i>Form 20B: Affidavit for gaming machine licence</i>, has or will have, a direct or indirect interest or influence in, or receive a financial benefit from the conduct of gaming, should a licence be granted. Executed under the club seal of (insert full name of club or company, if applicable) Incorporation no./ACN Signature of authorised executive officer..... Date <table border="0"> <tr> <td><input type="text"/></td><td><input type="text"/></td><td>/</td><td><input type="text"/></td><td><input type="text"/></td><td>/</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>D</td><td>D</td><td></td><td>M</td><td>M</td><td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table> Signature of authorised executive officer..... Date <table border="0"> <tr> <td><input type="text"/></td><td><input type="text"/></td><td>/</td><td><input type="text"/></td><td><input type="text"/></td><td>/</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>D</td><td>D</td><td></td><td>M</td><td>M</td><td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	D	D		M	M		Y	Y	Y	Y	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	D	D		M	M		Y	Y	Y	Y
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Part H—Lodgement and fee payment

Section 24 Lodgement and payment

By mail:
Office of Liquor and Gaming Regulation
Locked Bag 180
CITY EAST QLD 4002

In person:
Office of Liquor and Gaming Regulation
Upper Plaza, 33 Charlotte Street
BRISBANE QLD 4000

The application fee must be paid at the time of application. There is no GST payable on any fee. Fee amounts are listed under Fees and Charges online at www.business.qld.gov.au/liquor-gaming or phone 13 QGOV (13 74 68). The fee can be paid by cheque, money order or credit card. Cash and eftpos will only be accepted if payment is made in person.

Payment type:

- ☐ Money order
- ☐ Cheque—make cheque payable to Office of Liquor and Gaming Regulation
- ☐ Credit card*—charge my:
- ☐ Mastercard
- ☐ VISA

Credit card no.

Cardholder's name

Amount authorised \$ Expiry date / /

Signature

***OLGR will not** accept credit card details by fax or email, including PDF attachments. If an email is received with credit card details, it will be deleted immediately and your form will not be processed.

This is in accordance with the Payment Card Industry Data Security Standard.

A receipt will not be issued unless specifically requested