

# Amendment to a minor gaming permit – new nominee

MAY 2019

**This package contains the application and information material to add a new nominee to a minor gaming permit.**

## How to apply

### Send application to:

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

### or lodge in person at:

Level 3, 12 Shelley 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 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)



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OFFICE USE ONLY

<b>Application for amendment to a minor gaming permit - new nominee</b>	Date ...../...../.....
	Permit number:         /
	File number:

Application is hereby made to amend a minor gaming permit by nominating the person indicated in Section 2 of this form as the nominee responsible for the conduct of the activity shown below by

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

(Organisation number..... )

*(Tick whichever are applicable)*

- Conduct a raffle** Minor gaming permit number . .... / .....
- Sell lucky envelopes** Minor gaming permit number. .... / .....
- Conduct a fundraising event** Minor gaming permit number. .... / .....

**PLEASE NOTE: No fee is payable with this application.**

**IMPORTANT INFORMATION**

Under section 8.3.16(2) of the *Gambling Regulation Act 2003* (the Act), if a nominated person resigns, is dismissed or leaves the community or charitable organisation, the directors of the organisation or the members of the managing committee of the organisation (as the case may be) are all separately responsible and liable under this Act as holder of the permit until such time as another person is nominated and approved by the VCGLR.

**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/fees-fines](http://vcglr.vic.gov.au/fees-fines).

**Publication of disciplinary action**  
 A permit holder may be subject to disciplinary action being taken by the VCGLR. If the VCGLR does take disciplinary action against a permit holder, 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 Privacy and Data Protection Act 2014 *Policy and Data Protection Act 2014* and its obligations under the *Gambling Regulation Act 2003*.

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**Section 1: Nomination by permit holder**

**To be completed by a member of the board of directors/committee of management, other than the nominee.**

On behalf of the board of directors/committee of management of the permit holder:

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

I, the undersigned:

- (a) make application for approval of a new nominee
- (b) nominate the person shown in Section 2 of this form as the new nominee
- (c) declare that the contents of this application are true and correct.

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Title      First name                                  Second name(s)                                  Surname

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Street    City / town/ suburb    Postcode

( )		
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Daytime phone number                                  Mobile phone number                                  Position held in organisation

Signature: .....

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

Signature of witness: \* .....

Name of witness: .....

\* Any adult can be a witness

**Section 2: Details of nominee**

**Nominee's personal particulars:** Title:       Mr                                   Mrs                                   Ms                                   Miss

.....  
First name    Middle name(s)    Surname

Date of birth: ..... / ..... / .....

**Residential address:**

Street number and name: .....

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

**Postal address:** (if same as residential address, write 'as above')

Street number and name: .....

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

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**Contact details:**

Telephone number: ..... Mobile number: .....  
Email: ..... Fax number: .....

**Identification required with this notification:** You must provide a photocopy of ONE of the following:

Driver's Licence  Birth Certificate  Passport

**Section 3: CHARGES, FINDINGS OF GUILT AND CONVICTIONS**

**IMPORTANT INFORMATION**

The *Gambling Regulation Act 2003* requires that the VCGLR must determine an application for a nominee of a minor gaming permit having regard to whether the person nominated by the applicant is of good repute and character. To assist in making this determination you must answer the following questions by providing details of any finding of guilt, other than Children's Court matters more than 10 years old and non-custodial traffic matters and you must also complete and enclose the attached 'Consent for release of information by law enforcement agencies' form with the application.

**For each question, exclude Children's Court matters more than 10 years old and non-custodial traffic matters (non-custodial traffic matters are those for which a penalty other than a gaol sentence or community based order was given).**

In Victoria or elsewhere:

- (a) Have you ever been found guilty of any offence? (This includes matters where a good behaviour bond was given and/or matters where no conviction is recorded) YES  NO
- (b) Is there any investigation or charge currently pending against you in respect of any offence? YES  NO
- (c) Have you ever participated in a Diversion Program? YES  NO

If you have answered **YES** to any of these questions, give full details in the space provided below. List all cases without exception. If there is insufficient space, additional page(s) need to be attached.

(i) Nature of offence .....  
Date: ..... / ..... / ..... Jurisdiction: \* .....  
Result: .....  
Result of hearing or other disposition

(ii) Nature of offence .....  
Date: ..... / ..... / ..... Jurisdiction: \* .....  
Result: .....  
Result of hearing or other disposition

Have further details been provided on an attachment page? YES  NO

\* Jurisdiction is the State or Territory and, if outside Australia, the country and locality of the offence, conviction or charge

**Section 4: Consent of nominee**

I consent to my nomination to act as nominee on behalf of:

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

to conduct the following minor gaming activity:

- Conduct a raffle**
- Sell lucky envelopes**
- Conduct a fundraising event**

and declare that:

- (a) I acknowledge that I am personally responsible for the conduct of the activity noted above and will ensure that it is conducted in accordance with the *Gambling Regulation Act 2003* and the *Gambling Regulations 2015*; and
- (b) all statements 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

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VICTORIA  
Gambling Regulation Act 2003**

**CONSENT TO RELEASE INFORMATION BY LAW ENFORCEMENT  
AGENCIES**

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

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

A reference in this 'Consent to release' form to the Victorian Commission for Gambling and Liquor Regulation (the VCGLR) includes a reference to a member of its staff and any other person appointed in writing by 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 gaming regulatory body
- any casino regulatory body
- any Court
- any government agency.

(Collectively referred to as 'law enforcement agencies')

**(b)** Divulgence of particulars of any convictions, findings of guilt or other information recorded against me and held by a law enforcement agency 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
- investigations, legal proceedings or charges still outstanding
- intelligence held by a law enforcement agency howsoever obtained
- any other matters recorded by any law enforcement agency and considered relevant by the VCGLR to its 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.

**ACKNOWLEDGMENT**

I acknowledge that I have read and understand the terms of this 'Consent to release' form and I have had the opportunity to obtain independent legal advice before signing this 'Consent to release' 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 person giving consent to release

.....  
Signature of witness (any adult can be a witness)

Date: ...../...../.....  
(day/month/year)

.....  
Print name of witness