

How to apply

Send application via email to:

contact@vgccc.vic.gov.au

Privacy Policy

The VGCCC is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Gambling Regulation Act 2003 (the Act)*.

Confidentiality Provisions

Information provided in your application must not be disclosed by the VGCCC or its staff to someone else, except for the purposes stated in Part 1, Division 6 of Chapter 10 of the Act. Go to vgccc.vic.gov.au to access this Act.

Include approved gaming premises

This checklist details the documents required to accompany the lodgement of your application form. Supplying these documents with your application will allow the VGCCC to commence assessment of your application and can reduce processing time. Your application will not be assessed if not all of the following forms/documents are submitted:

- Complete application form**
Every question on the application form has been answered.
- Business name certificate from the Australian Securities and Investment Commission (ASIC)**
- Purchase freehold agreement**
- Lease agreement**
- Purchase business agreement**
- Documentation of source of funds**
- A copy of payment receipt(s) for deposit(s) is attached.**
- A copy of loan agreement(s) is attached.**
- A copy of contract(s) for sale of assets is attached.**
- Associated entity and associated individual application forms**
- Nominee for venue operator's licence: Nominee application or a 'Section 3.4.14 nomination form'**
- A copy of report from a registered building surveyor.**
- A copy of occupancy permit.**
- A copy of the plan or drawing of the premises**
Please refer to the 'Plans of licensed premises' fact sheet.
- A copy of the business plan including the following content - financial projections for the first 3 years, a governance and compliance framework, experience in managing a business and how the business will operate.**

Include approved gaming premises

1. Applicant details

Name of applicant

ABN/ACN

Contact name

Contact number

Postal address for service of documents

Email address

2. Premise details

Liquor licence number

Premises approved number

Trading name of licensed premises

Address of licensed premises

3. Vendor details

Name of the vendor

4. Business trading name details

Will you be proposing a new business name?

 YES NO

Please write the new name as it appears on the certificate of registration of business name. To register your business name, go to the Australian Securities and Investment Commission (ASIC) website for further information.

If you are not proposing a new business name, has the transfer of business name commenced?

 YES NO
If **NO**, go to the ASIC website for further information.

5. Transfer of gaming machine entitlements

To operate gaming machines at the approved gaming premises, the applicant must hold gaming machine entitlements with geographic area condition that is the same as the approved gaming premises.

Does the applicant currently hold sufficient gaming machine entitlements to conduct gaming at the approved gaming premises?

 YES NO

If No, the applicant must acquire gaming machine entitlements held by another venue operator. To do so, the venue operator intending to sell gaming machine entitlements must lodge an application to transfer gaming machine entitlements in the venue operator portal on the VGCCC website. The application to transfer gaming machine entitlements must be approved for the application to include gaming premises and transfer liquor licence to be approved by the Commission.

6. Right to occupy

Is the applicant the owner of the premises?

 YES NO

If no, will the applicant purchase the freehold?

YES NO

If **YES**, the applicant must provide an executed copy of purchase freehold agreement with this application.

If **NO**, the applicant must provide a copy of draft lease agreement or transfer of lease agreement (as applicable) with this application and complete the following:

Owner of licensed premises

Address

Details of the transferee's relationship to the owner of the premises (e.g. landlord, holding company)

Note that agreements between the applicant and the owner of the premises whereby payment is calculated by reference to gaming machine revenue is prohibited and are void under the *Gambling Regulation Act 2003*.

Have further details been provided on an attachment page?

YES NO

7. Terms of purchase of premises

Applicants must provide an executed copy of the sale and purchase agreement for the business and documentation of sources of funds (loan agreements, copy of contracts for sale of assets and payment receipts for deposits) with this application.

Provide the anticipated date of settlement date (if not stated in agreement)

Summarise the sources of funding for payments for the premises and freehold (if applicable) below

Payments	Source of funds	Amount
Deposit(i)		
Deposit(ii)		

Payments	Source of funds	Amount
Balance(i)		
Balance(ii)		
Balance(iii)		

Other than financial consideration, provide an explanation of any other conditions required for completion of the purchase of premises.

Does the proposed nominee for approved gaming premises currently have approval from the VGCCC to act as nominee of the venue operator making this application?

YES NO

If **YES**, the proposed nominee must complete and submit a 'Section 3.4.14 nomination' form (available upon request from the VGCCC).

If **NO**, the proposed nominee must complete and submit the 'Request for approval of a nominee of a venue operator' form.

Proposed nominee

Name of the proposed nominee (if applicable)

If the applicant intends to nominate a person as a nominee for the liquor licence who is not the nominee for the venue operator's licence, the proposed nominee must complete and submit a 'Questionnaire form' (available upon request from the VGCCC). The liquor licence nominee must complete a new entrant training program and evidence must be provided.

10. Proposed management of approved gaming premises

Will there be a management agreement/contract to manage gaming machine operations at the approved gaming premises?

YES NO

If **YES**, the applicant must provide a copy of the proposed management agreement/contract, associated entity and associated individual applications with this application form.

Note that agreements between the applicant and managers of gaming machine operations whereby payment is calculated by reference to gaming machine revenue is prohibited and are void under the *Gambling Regulation Act 2003*.

Further details have been provided as an attachment

YES NO

11. Variations

If you wish to change the trading hours or conditions of the licence or intend to increase the size of the licensed area from what the VGCCC has authorised under an existing approved plan, then you will also need to complete the application for a 'Variation to an existing licence or permit' application form to be found on the VGCCC website.

12. Certification on behalf of the applicant

Certification – I, the undersigned for the applicant, apply to include the gaming premises on the venue operator's licence and to transfer the liquor licence, as outlined in this application and certify that all statements contained in and all matters accompanying this application are true and correct.

Signature of authorised officer or director/committee member on behalf of the applicant

Date (day/month/year)

Print name and position