### 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


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

<table>
<thead>
<tr>
<th>Section</th>
<th>Category 1: hotels</th>
<th>Companies</th>
<th>Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>☐ Form 3C Company details for a category 1 licensed premises (hotel) and all required documents</td>
<td>☐ Form 5 Personal details schedule/personal probity form</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Where you are acting on behalf of a trust provide:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ A copy of the executed trust deed and all amendments or variations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Form 5 Personal details schedule/personal probity form completed for all beneficiaries over the age of 18 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ If a beneficiary of the applicant trust is a company or a company/person acting on behalf of another trust provide:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ ASIC Extract for the company obtained within 14 days of this form being lodged</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ A copy of the executed trust deed and all amendments or variations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Form 5 Personal details schedule/personal probity form completed for all beneficiaries over the age of 18 years.</td>
</tr>
</tbody>
</table>

| Section | Category 2: clubs | ☐ Form 3B Club details for a category 2 gaming machine licence and all required documents |

|         |               | ☐ Detailed plans meeting all the requirements specified in the guidelines—plans |
|         |               | ☐ Form 20B Affidavit for Gaming Machine Licence. This document must be fully completed and witnessed by a Justice of the Peace/Commissioner of Declarations |
|         |               | ☐ 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 |
|         |               | ☐ Copy of title search, lease, head lease or sub-lease as applicable |
|         |               | ☐ Detailed submission of your intended responsible gaming initiatives. See Guidelines—gaming machine licences and increases |
|         |               | ☐ Community impact statement. See Guidelines—community impact statement |
|         |               | ☐ Supporting documentation for source of project costs – refer to section 12. |

For premises where a gaming machine licence is currently in operation:

| ☐ A written request may be considered for the waiver of the requirements under ss. 55B–C of the *Gaming Machine Act 1991* 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. |
### 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  □□□  Postcode  □□□□

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  □□□  Postcode  □□□□

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  □□□  Postcode  □□□□

Phone no. .............................................................. Fax no. ..............................................................

Premises email ........................................................................................................................................

Postal address ........................................................................................................................................

Locality/suburb .............................................................. State  □□□  Postcode  □□□□

#### 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?

☑ Yes

☐ 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

<table>
<thead>
<tr>
<th>Day</th>
<th>Start time</th>
<th>Finish time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 11
**Liquor licence no.**
Current liquor licence no. ..........................................................

### Section 12
**Applicant’s financial arrangements**
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.

Please replicate this table if there is insufficient space and include as an attachment.

<table>
<thead>
<tr>
<th>Project funding required (e.g. purchase of business)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total funding required</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

#### Source of the funding

<table>
<thead>
<tr>
<th>Source type (e.g. own funds)</th>
<th>Documentation (e.g. bank statement)</th>
<th>Total from the source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total source of funds (must equal total funding required)</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

### Section 13
**Applicant’s tenure details**

- [ ] Owner of the freehold. Proof of ownership (e.g. title search) must be provided with this application
- [ ] Contracted to purchase the freehold. A copy of the contract must be provided with this application
- [ ] Lessee of premises. A copy of the executed lease must be provided with this application
- [ ] Contracted to lease the premises. A copy of the contract and draft lease must be provided with this application
- [ ] Sub-lessee of premises. A copy of the executed head lease and sub-lease must be provided with this application
- [ ] Contracted to sub-lease the premises. A copy of the contract and executed head lease and sub-lease must be provided with this application
- [ ] Other—please specify .................................................................

### Part C—All liquor licence transferees

### Section 14
**Change of premises name**
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 .................................................................
A copy of the certificate must be provided with this application
- [ ] An application to change the name on the liquor licence has been lodged with OLGR
## Section 15
### Current gaming machine details
- No. of gaming machines currently approved at the premises
- No. of gaming machines currently operating at the premises

## 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)

<table>
<thead>
<tr>
<th></th>
<th>Receipts</th>
<th>Sales costs</th>
<th>Overheads</th>
<th>Net surplus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar</td>
<td>$</td>
<td>%</td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>Attached bottle shop</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaming</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
### Section 20
**Childcare facilities**

- ☐ Supervised childcare facilities are provided within the premises
- ☐ 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..........................................................................................
- 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 ..........................................................................................................................................................

- ☐ 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.

Signature.......................................................................................................................... Date  __/__/____

#### 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 **Associations Incorporation Act 1981** must place the club seal over the signatures.

I/We .................................................................. and ........................................................................

- ☐ 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.

Executed under the club seal of ..................................................................................................................

Incorporation no./ACN .................................................................................................................................

Signature of authorised executive officer................................................................. Date  __/__/____

Signature of authorised executive officer................................................................. Date  __/__/____
This page left intentionally blank
Department of Justice and Attorney-General (the Department) is collecting your personal information in order to assess your application for a gaming machine licence in accordance with s. 56 of the Gaming Machine Act 1991. The Department may disclose your personal information to the prescribed entities listed in Schedule 1 of the Gaming Machine Regulation 2002 or as otherwise required by law.

### 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](http://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