

# Remove approved gaming premises

Gambling Regulation Act 2003

**This kit contains the form and related materials required to apply to remove approved gaming premises from a venue operator's licence**

## Items

1. Useful information
2. Application form – remove gaming premises

## How to apply

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
- save your progress and continue at a later time
- print the completed form to sign and return.

You can still print the form and complete it by hand if you prefer.

This form has been designed to be completed using the free Adobe Acrobat Reader software. To download this free software, please [visit the following link](#) or search for the free "Adobe Acrobat Reader" on your devices app store.

This form may not function as intended if you use any other software.

## How to lodge this form

### By post

Victorian Gambling and  
Casino Control Commission  
GPO Box 1988  
Melbourne Vic 3001

### By email

[contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)

### In person

Level 3, 12 Shelley Street  
Richmond

## Need help?

For more information on how to apply to remove approved gaming premises on a venue operator's licence:

- visit the Victorian Gambling and Casino Control Commission (VGCCC) website at [vgccc.vic.gov.au](http://vgccc.vic.gov.au)
- telephone the VGCCC on 1300 182 457
- email the VGCCC at [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)

# Remove approved gaming premises

## Who may apply?

To apply you must hold a venue operator's licence, the approved gaming premises must be included on your venue operator's licence and you must be current liquor licensee of the premises.

### REQUIREMENT TO LODGE THIS FORM

Circumstances which may require a licensee to lodge this form include:

- the sale of an approved gaming premises to another party
- a change in the liquor licence status.

Written notification of changes to the manner of tenure or ownership of freehold of approved gaming premises is required by direction under Section 10.4A.4 of the *Gambling Regulation Act 2003* to venue operators. Failure to notify the VGCCC of changes to control of approved gaming premises may result in fine of up to 60 penalty units and/or disciplinary action being taken against the venue operator.

**NOTE:** A venue operator's licence cannot be transferred under the *Gambling Regulation Act 2003*.

**APPLICATION FEE:** There is no fee payable for this application

By lodging this form the current licensee will apply to remove approved gaming premises from a venue operator's licence, under section 3.4.17 of the *Gambling Regulation Act 2003*.

## Giving false and misleading information

It is an offence to provide false or misleading information in respect of an application under the *Gambling Regulation Act 2003*. The penalty for such an offence is 60 penalty units, and may also result in disciplinary action.

## What happens next

If your application is accepted, you will be emailed or sent an acknowledgement letter. This will confirm that the VGCCC has received your application and outline any further information required and the date by which it must be submitted. Once the VGCCC has received all required information and documents, your application will be determined. You will be advised of the outcome in writing.

**For information on how to transfer your liquor licence please contact:**

Liquor Control Victoria

Department of Justice and Community Safety

Post: GPO Box 1988, Melbourne, 3001

Phone: 1300 182 457

Email: [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)

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## 1. Current licensee details

Name of applicant

Venue operator's licence number

Contact name

Daytime telephone number

Mobile telephone number

## 2. Details of premises

Liquor licence number

Premises approval number

Trading name of licensed premise

Address of licensed premises

Postcode

## 3. Details of purchaser

Name of purchaser

## 4. Transfer of gaming machine entitlements

Does the licensee intend to transfer gaming machine entitlements to the proposed purchaser?

► YES

► NO

If YES, the licensee must log into the online entitlement transfer market on the VGCCC website to apply to transfer gaming machine entitlements to the proposed purchaser.

Note that the proposed purchaser must be approved by the Commission to hold a venue operator's licence for you to be able to lodge an application to transfer gaming machine entitlements.

Upon successful lodgement, VGCCC staff will contact you with further information about how to transfer gaming machine entitlements.

## 5. Certification on behalf of the applicant

Certification – I, the undersigned for the applicant, apply to remove the gaming premises from the venue operator's 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

/ /

Print name and position