

Notification of intention to conduct bingo sessions

MARCH 2016

This package contains the information and form to notify of the intention to conduct bingo.

How to notify

Send notification to:

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

or lodge in person at:

49 Elizabeth Street
Richmond

Need help?

For more information:

- visit the Victorian Commission for Gambling and Liquor Regulation website at vcglr.vic.gov.au
- telephone the VCGLR on 1300 182 457
- email the VCGLR at contact@vcglr.vic.gov.au



IMPORTANT INFORMATION

The conduct of bingo is regulated by the *Gambling Regulation Act 2003* and relevant Regulations (referred to hereafter as 'the Act' and as 'the Regulations').

A Bingo booklet which contains information about bingo and the rules (or conditions) that apply to this activity is available at vcglr.vic.gov.au under Gambling information/Media centre/Publications. Alternatively, you can contact the Victorian Commission for Gambling and Liquor Regulation (VCGLR) on 1300 182 457 or by email at contact@vcglr.vic.gov.au to arrange to have information sent to you.

Is a fee payable?

There is **no** fee payable for a community or charitable organisation to notify the VCGLR of its intention to conduct bingo sessions.

Directions for completion

- Ensure that you type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply to you or if there are no details to disclose in response to a particular question, state N/A in response.
- If the space available is insufficient, please supply the required information on an attachment page (see back of this form). Begin each answer with the title and reference of that question.
- ANY QUESTION NOT ANSWERED OR LEFT BLANK WILL RESULT IN THIS FORM BEING RETURNED.

Notifying of intention to conduct bingo sessions:

An organisation may not conduct bingo until it has been declared by the VCGLR to be a community or charitable organisation.

An organisation may apply to be declared at the same time as this notification form is submitted.

If your organisation **is** already declared as a community or charitable organisation, you must lodge this notification form at least seven days before it is intended to commence conducting bingo sessions. Also, you must advise the VCGLR about any changes to the constitution or statement of purposes which have occurred since the organisation was declared.

If your organisation has **not** been declared, you will also need to complete an application for 'Declaration as a Community or Charitable Organisation' form and send it to the VCGLR for assessment at least 28 calendar days (four weeks) before the intended commencement date of the bingo sessions.

The information for applying to the VCGLR for declaration as a community or charitable Organisation is available **on the VCGLR's website** at vcglr.vic.gov.au. Alternatively, you can contact the VCGLR on 1300 182 457 or by email at contact@vcglr.vic.gov.au and ask for a copy to be sent to you.

Nominee

As part of this notification, the organisation must nominate a person over 18 years of age to act as its nominee. The nominee is responsible for ensuring that bingo sessions are conducted in accordance with the rules of bingo in all respects as if it were the community or charitable organisation.

Where the organisation has entered into an agreement with a bingo centre operator to conduct bingo on its behalf, the nominee of the operator will act as the nominee of the community or charitable organisation.

If the nominee resigns, is dismissed, or leaves the organisation:

- the organisation must nominate another natural person within seven days (or any longer period allowed by the VCGLR in a particular case) after the resignation, dismissal or leaving, and
- the directors of the organisation or the members of the managing committee of the organisation (as the case may be) are severally liable under this Act as the organisation in relation to the conduct of sessions of bingo until such time as another person is nominated by the organisation to be the nominee.

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 notification 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.

Privacy policy

The VCGLR 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*.

Notification of intention to conduct bingo sessions

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

File number: /

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

Please tick appropriate box:

has been declared as a community or charitable organisation (Declaration number:)

If the organisation has been previously declared as a community or charitable organisation, has there been any change in its constitution or statement of purposes since that time? YES NO

If **YES**, has advice of the change/s been lodged with this notification form? YES

or

seeks to be declared as a community or charitable organisation

If the organisation has not been previously declared as a community or charitable organisation, a completed application form to obtain the declaration must also be enclosed.

Is an application form to obtain the declaration attached? YES

Section 1: Nomination by community or charitable organisation

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:

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

I, the undersigned:

- (a) give notice of intention to conduct bingo sessions
- (b) nominate the person shown in Section 2 of this form as the nominee
- (c) declare that the contents of this notice 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 proposed 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:

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: Details of proposed bingo sessions

Premises where bingo sessions will be conducted:

Venue name:

Venue address:

Session Details:

The proposed date of the first session is: / /

(1) Day of week: Frequency¹:

 Start time: AM / PM Finish time: AM / PM

 Number of bingo games to be played in this session (*cannot exceed 30*):

(2) Day of week: Frequency²:

 Start time: AM / PM Finish time: AM / PM

 Number of bingo games to be played in this session (*cannot exceed 30*):

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

¹ Weekly / fortnightly / monthly / once off
² Weekly / fortnightly / monthly / once off

Rules of bingo:

Please tick the relevant box below to notify which of the approved rules of bingo will be played (Note: Refer to the VCGLR’s website for details of the approved rules) –

Standard rules

OR

Other version (please provide details below):

.....

Section 4: Community or charitable organisation’s banking details

..... Full name of account Financial institution
..... Branch Account number

Section 5: Consent and declaration of nominee

I consent to my nomination to act as nominee to conduct bingo sessions on behalf of the community or charitable organisation named in this notification and declare that:

- (a) I acknowledge that I am personally responsible for the conduct of sessions of bingo and will ensure that it is conducted in accordance with the *Gambling Regulation Act 2003* and relevant Regulations, and
- (b) All statements contained in or accompanying this notice are true and correct.

Signature of nominee: * Date: / /

Signature of witness: **

Name of witness:

* Signature of nominee of community or charitable organisation or of bingo centre operator’ nominee (if licensee is not a natural person

** Any adult can be a witness

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CHECKLIST

- The notification is by an organisation that:
 - (a) has been declared by the VCGLR as a community or charitable organisation, or
 - (b) has applied to the VCGLR for declaration as a community or charitable organisation

- The organisation has been declared by the VCGLR as a community or charitable organisation and there has been a change in its constitution or statement of purposes since that time AND advice of any change has been lodged with this notification

- Section 1: Nomination by community or charitable organisation, has been completed

- Section 2: Details of nominee has been completed AND a photocopy of appropriate identification has been provided

- Section 3: Details of proposed bingo sessions, has been completed

- Section 4: Community or charitable organisation's banking details, has been completed

- Section 5: The nominated person has signed and dated the consent and declaration before a witness