

Victorian Commission for Gambling Regulation

Conduct of a Raffle

Application Form and Information Pages

Application to:

Victorian Commission for Gambling Regulation
GPO Box 1988
MELBOURNE VIC 3001

For enquires contact:

Victorian Commission for Gambling Regulation
Level 5, 35 Spring Street
MELBOURNE VIC 3000
Telephone: (03) 9651 3630
Email: Minor.Gaming@vcgr.vic.gov.au
Internet: www.vcgr.vic.gov.au

INFORMATION ON THE CONDUCT OF A RAFFLE

This information pack contains information on who can conduct a raffle and how to conduct one. There is also a checklist (**Enclosure D**) to assist in the completion of the attached application form (**Enclosure E**) should your raffle require a permit.

1. ORGANISATIONS WHICH ARE ELIGIBLE TO CONDUCT A RAFFLE

- (a) Raffles may only be conducted by organisations which have been “declared” as a genuine community or charitable organisation by the Commission. The declaration process requires the completion of an application form and submitting the required information to the Victorian Commission for Gambling Regulation for assessment. Organisations which have not been declared must apply to the Commission for a declaration before conducting any form of minor gaming, including raffles. Therefore, where a declaration application is included, applicants should allow at least 45 days for the processing of an application to conduct a raffle.

It is recommended that applicants which are already declared apply at least 21 days before they wish to commence conducting a raffle. Also, please note that if the applicant has been previously declared but there has been any change in its constitution or statement of purposes since that time, advice of any change must be lodged with this application.

- (b) When applying for a minor gaming permit the community or charitable organisation must nominate a person over 18 years of age to be responsible for the conduct of the activity specified in the permit. If the nominated person (the nominee) is unable to continue in this role, the organisation must appoint another person to be responsible for the minor gaming permit and notify the Commission within 7 days. A nominated person must consent to a routine police check. Organisations should be aware that the nomination of a responsible person does not exempt the organisation from any legal action should a breach of its permit conditions occur.
- (c) The conduct of any raffle must be in compliance with the *Gambling Regulation Act 2003*, the regulations and any conditions specified in a permit. Further information on these requirements is provided in this pack.

2. DECIDING WHETHER YOUR RAFFLE REQUIRES A PERMIT

- (a) Raffles with prizes of a total retail value of **\$5,000 or less** are not required to have a permit. For conditions associated with the conduct of this type of raffle see **Enclosure A**.
- (b) Raffles with prizes of a total retail value of **\$500 or less** are described as a ‘Small Raffle’. For conditions associated with the conduct of a Small Raffle see **Enclosure B**.
- (c) Raffles with prizes of a total retail value **in excess of \$5,000** are required to have an authorised permit issued by the Commission or its delegate. For conditions associated with the conduct of a raffle requiring a permit, see **Enclosure C**.
- (d) In determining the total retail value of prizes, goods or services being offered as prizes must be valued at the recognised retail price. The recognised retail value of any goods or services, is approximately what they can be bought for in a retail situation, regardless of whether the prize has been purchased at a discount or donated.
- (e) If you require further assistance you may contact the Minor Gaming Unit on 03 9651 3630 or by email at Minor.Gaming@vcgr.vic.gov.au. Further information can be found on our website at www.vcgr.vic.gov.au.

IMPORTANT NOTICE

Prizes in a raffle must not include cash, stocks or shares, unless the cash is part of a holiday prize.

CONDITIONS FOR THE CONDUCT OF A RAFFLE WITH A TOTAL PRIZE VALUE OF \$5,000 OR LESS

- (a) The proceeds of a raffle can only be used for the benefit of the community or charitable organisation.
- (b) The raffle may only be conducted with the written authority of the governing body of the community or charitable organisation to benefit from the raffle.

Sale of tickets:

- (c) Tickets may only be sold for a maximum period of 3 months prior to the drawing of the raffle.
- (d) The value of the total number of tickets available for sale must not be greater than 6 times and not less than twice the value of all of the prizes.
- (e) Ticket sellers must ensure that sufficient information is obtained from ticket purchasers to identify and locate the person to whom the ticket is sold.
- (f) A person who sells tickets:
 - (i) must be authorised by the responsible person to do so; and
 - (ii) must not be remunerated in respect of selling tickets.
- (g) If the person who conducts the raffle is not an employee of the community or charitable organisation to benefit from the raffle, that person may receive payment for conducting the raffle. In this situation, every ticket or all advertising material must be printed with:
 - (i) the name of the person; and
 - (ii) the fact that he/she is conducting the raffle for reward.
- (h) A book-buyer's prize must not be offered or paid.
- (i) The following must be printed on each ticket:
 - (i) the name of the community or charitable organisation to benefit from the raffle;
 - (ii) the ticket price;
 - (iii) a description of each prize and its value;
 - (iv) when and where the raffle will be drawn; and
 - (v) the method of publication or notification of results.

The raffle draw:

- (j) The method of the draw must allow each ticket in the draw a random and equal chance of being drawn.
- (k) If there is more than one prize being offered, the draw must ensure the first ticket drawn must win the first prize and so on. First prize is defined as the most valuable prize offered in the raffle. "Reverse draw" raffles are prohibited.
- (l) The draw must be conducted on the day printed on the ticket, being a day not more than 14 days after the proposed last ticket sale.
- (m) A ticket which has been drawn is not eligible to be drawn again.

Winner notification and prize distribution:

- (n) The results of the draw must be published and winners notified in accordance with the method printed on the tickets.
- (o) Prizes must be given to winners within 28 days after the draw, unless the winner cannot be identified or located, or does not wish to accept the prize.

Keeping of Records:

- (p) The responsible person conducting the raffle must ensure accurate records are kept for a period of three years of:
 - (i) the disposition of funds after the finalisation of the raffle;
 - (ii) all tickets which have been printed;
 - (iii) the distribution of prizes; and
 - (iv) banking statements clearly identifying all the transactions related to the conduct of the raffle.

Disposal of unclaimed prizes:

- (q) In the event a winner does not claim a prize in a raffle and/or the person who conducted the raffle cannot, after a reasonable effort, find a winner of the prize, the person who conducted the raffle must:
 - (i) ensure the prize is retained for 12 months after the draw; or
 - (ii) if the prize is livestock or property of a perishable nature, sell the prize in a way that brings a reasonable price and retain the proceeds (after deducting the reasonable costs of the sale) for 12 months after the draw.
 - (iii) if the prize has still not been claimed after 12 months the community or charitable organisation must sell or otherwise dispose of the prize, if this has not already been done, and pay the proceeds (after deducting the reasonable costs of the sale or disposal) to the Treasurer for payment into the Consolidated Fund.

3. BANKING REQUIREMENTS

A person conducting a raffle must keep and maintain a single account at a financial institution in Victoria for use for all transactions relating to the conduct of the raffle.

CONDITIONS FOR THE CONDUCT OF A SMALL RAFFLE

- (a) The proceeds of a 'Small Raffle' can only be used for the benefit of the community or charitable organisation

Sale of tickets:

- (b) Tickets may only be sold and drawn within an 8 hour period.
- (c) The total number of tickets available for sale must not be greater than 6 times and not less than twice the value of the total prizes being offered.
- (d) A person who sells tickets:
- (i) must be authorised by the responsible person to do so; and
 - (ii) must not be remunerated in respect of selling tickets.
- (e) Tickets for a small raffle may be either:
- (i) a blank raffle book numbered on both butt and the ticket; or
 - (ii) where the method of the draw is to be a spinning wheel, buttless numbered tickets, from a perforated ticket sheet, having not more numbers than there are divisions on the wheel.

The raffle draw:

- (f) The method of the draw must allow each ticket in the draw a random and equal chance of being drawn.
- (g) In the event a winner cannot be identified, or no person comes forward to claim the prize within a reasonable period after the draw is loudly proclaimed, the raffle must be drawn or the wheel spun again.

Winner notification and prize distribution:

- (i) Prizes must be given to winners within 28 days after the draw, unless the winner cannot be identified or located, or does not wish to accept the prize.

Keeping of Records:

- (j) The person conducting the raffle must ensure accurate records are kept for three years of:
- (i) the disposition of funds after the finalisation of the raffle;
 - (ii) the distribution of prizes; and
 - (iii) banking statements clearly identifying all the transactions related to the raffle.

APPLICATIONS FOR THE CONDUCT OF A RAFFLE REQUIRING A PERMIT

- (a) The application fee (refer to insert attached) must be enclosed with the application. Sufficient time should be allowed for the processing of the application before the day on which the sale of the raffle tickets is proposed to commence. A minimum of 21 days is recommended.
- (b) The length of a permit varies for each raffle, however, it cannot exceed 2 years.

GENERAL CONDITIONS FOR THE CONDUCT OF A RAFFLE WHERE THE PRIZE VALUE EXCEEDS \$5,000

- (a) The proceeds of a raffle can only be used for the benefit of the community or charitable organisation.

Sale of tickets:

- (b) The number of tickets printed must not exceed the number authorised by the permit.
- (c) Tickets must only be sold during the period authorised by the permit.
- (d) Ticket sellers must ensure that sufficient information is obtained to identify and locate the person to whom the ticket is sold.
- (e) A person who sells tickets:
 - (i) must be authorised by the permit holder or responsible person to do so; and
 - (ii) cannot be remunerated, other than for reasonable out of pocket expenses, (whether by way of ticket seller's prize or otherwise) unless authorised in the raffle's permit conditions. In the event that remuneration is offered (ie the responsible person for the raffle is not an employee of the organisation or charity and has an agreement to promote/conduct the raffle for reward), the company name and number must be printed on every ticket and/or on all material advertising the raffle.
- (f) The following must be printed on each ticket and must be consistent with the conditions authorised by the permit:
 - (i) the name of the community or charitable organisation to benefit from the raffle (ie the permit holder)
 - (ii) the permit number
 - (iii) the ticket price
 - (iv) the maximum number of tickets authorised by the permit
 - (v) a description of each prize and its retail value
 - (vi) when and where the raffle will be drawn
 - (vii) the method of publication or notification of results
 - (viii) details of any book-buyer's prize
- (g) A ticket in the raffle may only be a ticket in another raffle if authorised by the permit.

The raffle draw:

- (h) The raffle must be drawn on the day printed on the ticket, unless approval is subsequently granted to amend the permit.
- (i) The method of the draw must allow each ticket in the draw a random and equal chance of being drawn.
- (j) If there is more than one prize being offered, the draw must ensure the first ticket drawn must win the first prize and so on. First prize is defined as the most valuable prize offered in the raffle. "Reverse draw" raffles are prohibited.

Winner notification and prize distribution:

- (k) The results of the draw must be published and winners notified in accordance with the information printed on the tickets.
- (l) Prizes must be given to winners within 28 days after the draw, unless the winner cannot be identified or located, or does not wish to accept the prize.

Keeping of Records:

- (m) The responsible person conducting the raffle must ensure accurate records are kept for a period of three years of:
 - (i) the manner in which tickets to the raffle were sold and how tickets sales were publicised;
 - (ii) the names of the people to whom tickets were issued for sale and, for each person, how many tickets were sold, how many tickets were returned and how much money was remitted;
 - (iii) when and how the raffle was drawn; and
 - (iv) the names and addresses of the winners and a description (including the retail value) of their respective prizes.

Disposal of unclaimed prizes:

- (n) In the event a winner does not claim a prize in a raffle and/or the person who conducted the raffle cannot, after a reasonable effort, find a winner of the prize, the person who conducted the raffle must:
 - (i) ensure the prize is retained for 12 months after the draw; or
 - (ii) if the prize is livestock or property of a perishable nature, sell the prize in a way that brings a reasonable price and retain the proceeds (after deducting the reasonable costs of the sale) for 12 months after the draw.
 - (iii) if the prize has still not been claimed after 12 months the community or charitable organisation must sell or otherwise dispose of the prize, if this has not already been done, and pay the proceeds (after deducting the reasonable costs of the sale or disposal) to the Treasurer for payment into the Consolidated Fund.

BANKING REQUIREMENTS

The person nominated to be responsible for the conduct of the raffle on behalf of the permit holder must ensure that an account at a financial institution in Victoria is maintained. This account must be established in the organisation's name and be used for all financial transactions relating to the conduct of the raffle. Accordingly, the records of this account must be kept for 3 years after the completion of the transactions to which they relate and made available to the staff of the Commission upon request.

PRIVACY POLICY

In accordance with the Commission's privacy policy and relevant laws, you may be able to gain access to any personal or health information held about you by these organisations.

A full copy of the Commission's privacy policy can be obtained from its website at www.vcgr.vic.gov.au. Alternatively, you can ask that a copy of the relevant privacy policy be sent to you by contacting the Privacy Project Manager on telephone (03) 9651 3333 or by email at VCGR.Contact@vcgr.vic.gov.au.

To avoid delays in processing your application the following checklist may assist you by ensuring that all the assessment material has been enclosed with your application.

4 CHECK LIST - FOR APPLICATION TO CONDUCT A RAFFLE REQUIRING A PERMIT (ie TOTAL PRIZE VALUE IS IN EXCESS OF \$5,000)

	All forms and questions have been completed in full. Note: Any omissions will result in the application being returned.
	The application identifies the organisation which— (a) has been declared by the Commission as a community or charitable organisation; or (b) seeks declaration by the Commission as a community or charitable organisation.
	If the applicant has been previously declared as a community or charitable organisation and there has been any change in its constitution or statement of purposes since that time, advice of any change must be lodged with this application.
	The nominated responsible person has completed a <i>Consent to Access Records of Law Enforcement Agencies</i> .
	The nominated responsible person has completed a <i>Consent to Check and Release National Police Record</i> . NOTE: The payment referred to in the Consent form is NOT required.
	The application fee (refer to insert attached) for a minor gaming permit for the purposes of conducting a raffle is enclosed. Cheques should be made payable to the Victorian Commission for Gambling Regulation.
	Time has been allowed for the processing of this application to enable tickets to be printed with the required permit number by the proposed start date.

VICTORIAN COMMISSION FOR GAMBLING REGULATION

Minor Gaming Unit
GPO Box 1988
MELBOURNE VIC 3001
Phone:(03) 9651 3630 Fax:(03) 9651 3246
Minor.Gaming@vcgr.vic.gov.au

OFFICE USE ONLY
Date / /
Permit Number /
File Number

APPLICATION FOR A MINOR GAMING PERMIT
FOR THE CONDUCT OF A RAFFLE

Section 8.3.12(1) of the Gambling Regulation Act 2003 requires that only organisations that are declared as community or charitable organisations, or those seeking a declaration, may apply for a minor gaming permit.

The organisation applying for the minor gaming permit:

(Full name of the community or charitable organisation)

has previously obtained a declaration as a community or charitable organisation and the declaration number issued is (insert number).

Or

seeks declaration as a community or charitable organisation (application enclosed).

No additional fee is required for community or charitable organisations applying to be declared.

For further information, you should refer to the Declaration as a Community or Charitable Organisation Information Sheet available on the website at www.vcgr.vic.gov.au or contact the Minor Gaming Unit on 9651 3630 or by email at Minor.Gaming@vcgr.vic.gov.au for a copy.

In support of this application, the required information relevant to the proposed activity is provided on the attached forms together with payment of the prescribed fee (refer to insert attached). Cheques should be made payable to the Victorian Commission for Gambling Regulation.

FOR COMPLETION BY APPLICANTS PAYING BY CREDIT CARD

Card type Bankcard MasterCard Visa Amount \$
(tick appropriate box)

Card No

Expiry Date Name Shown on Card Card Holder's Signature

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SECTION 1.EXECUTION BY APPLICANT

TO BE COMPLETED BY A MEMBER OF THE EXECUTIVE OR COMMITTEE OF MANAGEMENT OTHER THAN THE NOMINEE

On behalf of the Executive/Committee of Management of the applicant, I the undersigned:

- (a) Make application for a Minor Gaming permit to conduct a raffle.
- (b) Declare that the contents of this application are true and correct.
- (c) Nominate the person detailed in Section 2 of this form under section 8.3.12 of the *Gambling Regulation Act 2003*.

--

Name (Please print)

--	--

Number

Street

	()	
--	--------	--

City/Town/Suburb

Telephone

	/ /
--	-----

Position held

Date of Birth

If the applicant has been previously declared a community or charitable organisation, has there been any change in its constitution or statement of purposes since that time?

YES NO

If YES advice of any change must be lodged with this application. Advice attached?

YES

Signature: Date: / /

Signature of Witness¹ :

Name of Witness:

Address of Witness:

IMPORTANT INFORMATION

Section 8.3.16 (2) of the *Gambling Regulation Act 2003* states that 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 severally liable under this Act as holder of the permit until such time as another person is nominated and approved by the Commission.

Giving False or Misleading Information

In accordance with section 10.5.16 of the *Gambling Regulation Act 2003*, it is an offence to give information that is false or misleading in a material particular. Giving information that is false or misleading may result in the non-approval of your application and/or disciplinary action being taken against you and a fine of up to 60 penalty units.

¹ Any adult can be a witness.

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SECTION 2. DETAILS OF NOMINEE

Title	First name	Second name	Surname

Residential Address:

No.	Street Name	City/Town/Suburb	Postcode

Postal Address (if already stated write "as above"):

Contact Numbers:

()	()	
daytime phone number	daytime fax number	Mobile phone number

Position held in organisation	Email address

SECTION 3. CHARGES, FINDINGS OF GUILT AND CONVICTIONS

IMPORTANT INFORMATION

Section 8.3.13 of the *Gambling Regulation Act 2003* requires that the Commission must determine an application for 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.

You must also complete the attached Consent to Check and Release National Police Record form to be returned with the application and the required attachments (EXCEPT PAYMENT) to the Victorian Commission for Gambling Regulation. The Victorian Commission for Gambling Regulation may request Victoria Police to provide your National Police Record. No payment is required for this police check.

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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)

Have you ever, in Victoria or elsewhere:-

(a) been found guilty of any offence? (This includes matters where a good behaviour bond is given or matters where no conviction is recorded) **YES NO**

(b) to your knowledge, is there any investigation or charge currently pending against you in respect of any offence? **YES NO**

If you have answered **YES** to either question, give full details in the space provided below. List all cases without exception.

(i) Nature of Offence
Date/...../..... Jurisdiction ².....
Result:
Result of Hearing or other Disposition

(ii) Nature of Offence
Date/...../..... Jurisdiction ².....
Result:
Result of Hearing or other Disposition

(iii) Nature of Offence
Date/...../..... Jurisdiction ².....
Result:
Result of Hearing or other Disposition

If the space is insufficient, provide details on an attachment page.

Have you used an attachment page to provide any further information? **YES NO**

² The jurisdiction is the State or Territory and, if outside Australia, the country and locality of the offence, conviction, or charge.

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SECTION 4. CONSENT OF AUTHORISED NOMINEE

I consent to act as nominee for the conduct of a raffle on behalf of the community or charitable organisation named in this application and declare that:

- (a) I acknowledge that I am personally responsible for the conduct of this raffle and will ensure that the raffle is conducted in accordance with the Gambling Regulation Regulations 2005; and
- (b) all statements contained in or accompanying this application are true and correct.

Signature of nominee: Date: / /

Signature of Witness³ :

Name of Witness (please print):

Address of Witness:

SECTION 5. DETAILS OF SALES

NAME OF SEPARATE ACCOUNT INTO WHICH PROCEEDS WILL BE PAID:

--

Full name of Account

--	--	--

Financial Institution

Branch

Account No.

DETAILS OF RAFFLE PRIZE/S (please attach a separate list if there is insufficient space):

<i>Prize/s</i>	<i>Retail Value \$</i>
Total	

DETAILS OF TICKET SALES:

Maximum number of tickets Price per ticket \$.....

Starting date of ticket sales / / Closing date of ticket sales / /

DRAWING OF RAFFLE:

Venue name:

Venue address:

Date: / /

Time:a.m./p.m.

PUBLICATION OF RESULTS:

Name of newspaper:

Date of publication: / /

³ Any adult can be a witness.

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ADDITIONAL INFORMATION (TO BE COMPLETED IF APPLICABLE):

(1) PROFESSIONAL PROMOTER / FUNDRAISER:

There is an agreement with
(name of company) (ACN)

to promote or conduct this raffle for reward.

(2) BOOK BUYER'S PRIZE:

Every person who buys a book of _____ tickets will be entitled to entry into a separate draw for:

<i>Prize</i>	<i>Retail Value \$</i>
Total	

(3) BOOK SELLER'S PRIZE:

Every person who sells a book of _____ tickets will be entitled to entry into a separate draw for:

<i>Prize</i>	<i>Retail Value \$</i>
Total	

(4) EARLY BIRD BUYER'S PRIZE:

Every person who buys a ticket by . / ... / will be entitled to entry into a separate draw for:

<i>Prize</i>	<i>Retail Value \$</i>
Total	

(5) EARLY BIRD SELLER'S PRIZE:

Every person who sells a ticket by .. / ... / will be entitled to entry into a separate draw for:

<i>Prize</i>	<i>Retail Value \$</i>
Total	

SECTION 6. RAFFLE TICKET:

I acknowledge that the raffle ticket to be used will include the following information:

(i)	the name of the community or charitable organisation to benefit from the raffle (ie the permit holder)
(ii)	the permit number
(iii)	the ticket price
(iv)	the maximum number of tickets authorised by the permit
(v)	a description of each prize and its retail value
(vi)	when and where the raffle will be drawn
(vii)	the method of publication or notification of results
(viii)	details of any book-buyer's prize (if applicable)

Signature of nominee: Date: / /

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VICTORIA

Gambling Regulation Act 2003

CONSENT TO ACCESS RECORDS OF LAW ENFORCEMENT AGENCIES

In the matter of this request for a permit to conduct a Raffle:

Details of person to act as Nominee:

Name:
(Full Name - please print)

Business Address:
(Full Address - please print)

Date of Birth: / /

CONSENT

I hereby consent, for the purposes of a request for approval pursuant to the *Gambling Regulation Act 2003*, to all probity investigations carried out by the staff of the Commission, including but not limited to:-

(a) Inspection of criminal, intelligence or other records kept or maintained by:

- * the Victoria Police;
- * any crime investigation agency;
- * any gaming regulatory body;
- * any Court;
- * any State, Territory, federal or overseas police force;
- * any corporate regulatory agency;
- * any casino regulatory body;
- * any government agency.

(collectively referred to as 'law enforcement agencies')

(b) Release of particulars of any convictions, findings of guilt or other information recorded against me by the law enforcement agencies including, without limitation:-

- * details all prosecutions, including acquittals and matters withdrawn or dismissed and all findings of guilt, whether or not a conviction was recorded;
- * matters or charges still outstanding;
- * law enforcement agencies intelligence howsoever obtained;
- * any other matters recorded as arising either in Victoria or elsewhere by any law enforcement agency and considered relevant to the investigation or assessment of an application for a permit to conduct a raffle under the *Gambling Regulation Act 2003* by the Victorian Commission for Gambling Regulation.

ACKNOWLEDGMENT

I acknowledge having read and understood the terms of the consent and have noted that independent legal advice may be sought before signing this consent.

This consent commences on the date below and continues until the later of :-

- revocation in writing by the Nominee to the Commission; or
- the expiry of any Minor Gaming Permit (if granted)

A photocopy of this Authorisation will be considered as effective and as valid as the original.

EXECUTION AS A DEED

Dated the day of
(Day) (Month) (Year)

.....
Signature of Nominee

.....
Signature of Witness

.....
Printed Name of Witness (any adult can be a witness)



VICTORIA POLICE

CONSENT TO CHECK AND RELEASE NATIONAL POLICE RECORD

Office Use Only

Result:
Vic:
Others:
Initials:

Checks:
1. S&GN&NNI
2. S&DOB&NNI
3. PH&NNI

Our Ref No:
Your Ref No:

Before completing this form, please read instructions on the reverse. Complete in ink ONLY.

SECTION 1: APPLICANT DETAILS:

Family Name: Given Names:

Previous or alternative names (see Section 5):

Family Name: Given Names:

Current Residential Address: Postcode:

Daytime Telephone No: Date of Birth: / / Place of Birth:

Previous addresses within the last five years (see Section 5):

Postcode:

Driver's Licence Number: Copy Attached? Place of Issue:

- Do you have any convictions, findings of guilt and/or pending charges against you (non-traffic), that are less than 10 years old (five years for juvenile offences) in Victoria? See Section 6. Yes No
- Do you have any convictions, findings of guilt and/or pending charges against you (non-traffic), in any other Australian State that are less than 10 years old (five for juvenile offences)? See Section 6. Yes No
- Do you have any convictions, findings of guilt and/or pending charges against you for Commonwealth or Territory offences (non-traffic) that are less than 10 years old (five years for juvenile offences)? See Section 6. Yes No
- Do you have any convictions for offences (non-traffic) where the sentence imposed was imprisonment for a period greater than 30 months? See Section 6. Yes No

SECTION 2: TYPE OF CHECK/FEEs (see Section 5) Tick appropriate box:

National Name Check (\$28.30 Australian). * Police and fingerprints records search (\$117.50 Australian). *

**Fees subject to change please see note 1 overleaf.*

NB: Organisations with authorisation to conduct records checks on volunteers or students at a reduced fee must complete Section 7 on the reverse of this form.

SECTION 3: PURPOSE OF CHECK (see Section 5) Tick appropriate box:

Employment, voluntary work or occupation related licensing. Please specify **TYPE** of position [see Section 5]. For personal use only, **NOT** for employment or release to any other parties. (See Section 6 "What will my National Police Certificate show?").

Application for overseas visa. Family Day Care (Section 8 on reverse must be completed).

Casino or Gaming licence application. Other (Please specify).

SECTION 4: STATEMENT OF CONSENT AND INDEMNITY

I hereby consent to a check of the records of Victoria Police and other Australian police forces and to the release, to the address below, of details of any convictions, findings of guilt, either with or without conviction, any matters still outstanding against me and any other matters deemed to be relevant which are recorded against my name.

Name and address of organisation/person to whom result is to be sent. Victoria Police will send the result directly to this address. Copies are NOT provided.

(Name of Recipient [person or organisation])

(Address of Recipient) Postcode:

In consideration of Victoria Police releasing details of any convictions and other information recorded against my name, I hereby indemnify the State of Victoria, its servants and agents including all members of Victoria Police against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever which may be brought or made against it or them by any body or person by reason of or arising out of the release of any details of any conviction and other information recorded against my name or purporting to either relate to or concern me.

Signed: Signature of Applicant: Printed Name Of Applicant: Date:

In the Presence of: Signature of Witness: Printed Name Of Witness: Date:

CHECKLIST: All relevant sections completed? Yes Have you attached: 1. Copy of identification? Yes 2. Relevant payment? Yes

SECTION 5: INSTRUCTIONS FOR COMPLETING THIS FORM**Please ensure that you:**

- Write in ink and use BLOCK LETTERS
- Complete all sections on the front of the form
- Complete the sections below if they apply to you
- Sign and date the form and have your signature witnessed
- Do not alter or delete the wording on the form in any way

MAIL THIS FORM AND ALL ATTACHMENTS TO:

PUBLIC ENQUIRY SERVICE
VICTORIA POLICE
P.O. BOX 418
MELBOURNE VIC 8005

You must attach the following documents to this form:

- A cheque or money order made payable to **Victoria Police**. The fees are:
\$28.30 for a national name check
\$117.50 for a police and fingerprints records search.

Note 1: Fees change annually on 1st July, please contact this office on (03) 9247 5907 to get current fee if submitting application around this date.

Note 2: A receipt will not be issued unless requested

PLEASE DO NOT SEND CASH THROUGH THE MAIL

- A photocopy of your driver's licence, passport or birth certificate.
- **For a police and fingerprints records search**, you must also enclose a full set of fingerprints taken on Victoria Police form 235A or an appropriate form from another police force. Fingerprints can be taken by appointment at a police station or at the Victoria Police Centre, 637 Flinders Street, Melbourne by phoning (03) 9247 5622 for **appointments only** for general queries ring (03) 9247 5907.

Previous or alternative names: In this section, write all names by which you are or have formerly been known, including your maiden name. If you have more than one such name, attach a separate list.

Previous addresses within the last five years: In this section write all addresses at which you have resided within the last five years. If you have more than one previous address, attach a separate list.

Type of check/fees: If you are not sure which type of check you need, ask the organisation or person who requires the check.

Purpose of Check: If the check is for employment, voluntary work or occupation related licensing, specify the type of work (eg. child care worker, cleaner, teacher, prison officer, sports coach, estate agent, bank officer, firefighter).

SECTION 6: WHAT WILL MY NATIONAL POLICE CERTIFICATE SHOW?**Victoria Police Policy - Victorian Records**

For the purposes of employment, voluntary work or occupation related licensing/registration, Victoria Police may restrict the release of a person's police record according to the Victoria Police "Information Release Policy". If you have a police record with Victoria Police, the "Information Release Policy" may take into account the age of the police record and the purpose for which the information is being released. If ten years have elapsed since you were last found guilty of an offence in Victoria, Victoria Police will, in most instances, advise that you have no disclosable court outcomes. However, a record over ten years may be released:

- If it includes a term of imprisonment longer than thirty months;
- If it includes a serious violent or sexual offence and the records check is for the purpose of working with children, elderly people or disabled people;
- If it is for a Casino or Gaming licence application;
- If it is in the interests of crime prevention or public safety.

Please note:

- If the records check is for the **applicant's personal information only**, the above restrictions do not apply and all court results will be released.
- Findings of guilt **without conviction** and **good behaviour bonds** may be released.
- **Recent charges or outstanding matters under investigation that have not yet gone to court may also be released.**
- Victoria Police does not conduct records checks on persons **aged sixteen years or under** for release to a third party.

Other Australian Police Forces - Non-Victorian Records

Where a police record with another Australian police force has been obtained, any relevant legislation (and/or release policy) affecting that police force will be applied before it is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions (eg findings of guilt over a certain age). Such convictions (widely referred to as 'spent' or 'rehabilitated' convictions) will not be released unless the records check is for the applicant's personal information only and providing that this is in accordance with relevant legislation (and/or release policy). Please contact individual police forces directly for further information about their release policies and any legislation which affects them.

SECTION 7: DECLARATION OF VOLUNTEER/STUDENT STATUS

(This section is for the use of organisations which have been authorised by Victoria Police to have records checks on volunteers or students conducted at a reduced fee and should be completed by a representative of the organisation).

I declare that the applicant named on this form is a student or prospective voluntary worker of the organisation named below. He/she will receive no payment for his/her services and will work in direct contact with clients of the named organisation.

Organisation
Name:

CVF
Number:

Signature of
Organisation's
Representative:

Printed
Name:

Position:

Date:

SECTION 8: FAMILY DAY CARE SCHEME PARTICIPANTS

This application is for the purpose of participation in a Family Day Care Scheme. The person named on the front of this form is:

- the care provider, or
- an adult (seventeen years or over) residing with a care provider. (N.B. No fee for this category)

The care provider's name is

SCHEDULE OF FEES

APPLICATION TYPE	Fee until	Fee from
	30 June 2006	1 July 2006
a) Venue Operators		
Approval of Premises	\$4,437.30	\$4,547.30
New Application for a Venue Operator's Licence (VOL)	\$1,683.60	\$1,725.40
Renewal of a Venue Operator's Licence	\$1,615.50	\$1,655.50
Amendment to VOL – to add premises	\$283.20	\$290.30
Amendment to VOL – to increase the number of EGM	\$5,381.40	\$5,514.80
Amendment to VOL – to decrease the number of EGM	\$220.30	\$225.80
Amendment to VOL– to vary the gaming machine areas	\$309.50	\$317.10
Amendment to VOL – to vary the day or dates on which 24 hour gaming is permitted	\$3,425.00	\$3,509.90
Amendment to VOL - to add a condition specifying days/dates on which 24 hour gaming is permitted when none currently takes place	\$3,425.00	\$3,509.90
b) Commercial Raffle Organiser (CRO)		
New Application for a Commercial Raffle Organiser's licence	NA	\$1,607.10
Renewal of a Commercial Raffle Organiser's licence	NA	\$1,488.90
c) Roll of Manufacturers, Suppliers and Testers		
Listing on the Roll of Manufacturers, Suppliers and Testers	\$4,096.30	\$4,197.90
d) Bingo Centre Operators		
New Application for a Bingo Centre Operator's Licence	\$1,605.00	\$1,644.80
Renewal of a Bingo Centre Operator's Licence	\$1,489.60	\$1,526.50
e) Trade Promotion Lotteries		
Trade Promotion Lottery Permit	\$272.70	\$279.50
Amendment of Conditions of TP Lottery Permit	\$167.80	\$172.00
f) Minor Gaming Permits		
Application for a Minor Gaming Permit	\$36.70	\$37.60
Application to Amend Permit Conditions	\$21.00	\$21.50
g) Employee Licences:		
New Gaming Industry Employee's (GIE) Licence	\$125.90	\$129.00
New GIE's Licence -applicant holds a Casino Special Employee's (CSE) Licence	\$42.00	\$43.00
Renewal of a GIE's Licence	\$52.40	\$53.80
Replacement of a GIE or a CSE's Licence	\$21.00	\$21.50
New CSE Licence Application - Category A	\$251.80	\$258.00
New CSE Licence Application - Category B	\$157.30	\$161.30
New CSE Licence Application - Category A or B where applicant holds a GIE's Licence	\$68.20	\$69.90
Renewal of a CSE Licence - Category A	\$178.30	\$182.80
Renewal of a CSE Licence - Category B	\$89.20	\$91.40
Variation of a CSE Licence	\$21.00	\$21.50
h) Other		
Evaluation of Gaming Machine Type or Game	\$314.70	\$322.50
Complex Casino Boundary Redefinition fee	\$8,848.30	\$9,067.60
Simple Casino Boundary Redefinition fee	\$3,367.30	\$3,450.80
Interactive Gaming Licence	\$4,070.10	\$4,171.00
Endorsement of Interactive Gaming Licence	\$1,306.00	\$1,338.40