



Victorian Commission for Gambling Regulation

APPLICATION FORM

**Amendment to Venue Operator's Licence –
To vary (increase/decrease) the number of gaming machines**

Send application to:
Director, Gambling Operations and Audit
Victorian Commission for Gambling Regulation
PO Box 1988
MELBOURNE VIC 3001

Or

Lodge in person at:
Level 5, 35 Spring Street
MELBOURNE VIC 3000

For enquiries contact:
Victorian Commission for Gambling Regulation
Telephone: (03) 9651 3359
Email: Hearings@vcgr.vic.gov.au
Internet: www.vcgr.vic.gov.au

Important Information

Making an application

Section 3.4.17(1)(c) of the *Gambling Regulation Act* 2003 makes provision for applications to amend the conditions of a venue operator's licence to vary the number of gaming machines.

When approved premises receive authorisation from the VCGR to be included on a venue operator's licence, the approved premises become an approved venue. At this time the number of gaming machines permitted to operate at the approved venue is specified on the Notice of Approved Venue.

Changes (increase or decrease) to the number of gaming machines permitted in an approved venue must be made to the VCGR by completing this application form, and be accompanied by the prescribed fee. Please see the Schedule of Fees and Fines on the VCGR website at: www.vcgr.vic.gov.au > Application Forms > Fees & Fines.

Applicants must also ensure that all items on the Mandatory Information Checklist are lodged with the application. Incomplete applications will not be accepted and will be returned to the applicant.

If the application is to decrease gaming machines at an approved venue please complete and lodge **Part A**, sections 1, 2 and 3 of this application form.

If the application is to increase gaming machines, a complete copy of the application must be given to the responsible authority and then lodged with the VCGR **within three days** of receipt by the responsible authority, unless there are exceptional circumstances. If there are exceptional circumstances the VCGR may extend the period of time within which the applicant may make the application.

The VCGR must determine an application at a public hearing within 60 days of either;

- being notified that the responsible authority will not make a submission (the responsible authority must advise whether it intends to make a submission within 37 days of receiving notification advising of the application from the VCGR); or

- receiving a submission from the responsible authority (the responsible authority has a total of 60 days from receipt of notification from the VCGR to make a submission).

As an applicant you will be required to appear at the public hearing and present evidence in support of your application. If a responsible authority makes a submission relating to an application, it may also appear at the public hearing and provide evidence to support its position.

The application

Applications for an increase in the number of gaming machines for no more than 10 per cent of the existing number of gaming machines will not be determined at a public hearing if:

- a) the responsible authority does not make a submission; or
- b) the responsible authority makes a submission and the applicant and responsible authority agree to the VCGR not conducting a public hearing; and
- c) there has not been a previous application to increase the number of gaming machines by less than 10 per cent within two years.

Part A of this application form requires information relating to the applicant, the approved venue and the number of existing gaming machines, as well as the number of gaming machines to be added by this proposal.

Part B of this application requires information relating to the economic and social impact of the application. This information will assist the Commission in determining whether the application is likely to result in net social and economic detriment to the local community in which the premises is located.

Amending an application

An application may only be amended within 30 days of giving the application to the responsible authority. An amended application must be given to the responsible authority and lodged with the VCGR **on the same day**.

Important Information

Responsible authority

The *Gambling Regulation Act* 2003 also provides the responsible authority with an opportunity to make a submission regarding the economic and social impact of the proposal on the local community within specified timeframes.

Information you provide in **Part B** of this application will assist the responsible authority in making their economic and social impact submission. The submission form used by responsible authorities can be found at: www.vcgr.vic.gov.au > Application Forms > Socio-Economic Submissions

A submission from a responsible authority is due 60 days after the responsible authority receives notification from the VCGR advising of the application. If an application is amended, the responsible authority has a further 60 days to respond from the date it receives the amended application. The responsible authority must also advise the VCGR whether it intends to make a submission within 37 days from receiving notification from the VCGR advising of the application, or from receiving an amended application.

If an amendment to the application is received within the first 30 days after giving a copy of the application to the responsible authority, the VCGR may grant an extension of 30 days for the responsible authority to make a submission.

You can supply any additional information to the VCGR and the responsible authority which may be of assistance in making an assessment of your proposal. The information required by this application is only the minimum that can be supplied. Applicants and responsible authorities are free to communicate directly throughout the application process.

For further information relating to **Part B** of this application please contact the VCGR's Policy and Assessment Unit on (03) 9651 3359.

Modification of gaming machine area

If you are applying to vary the number of gaming machines permitted at an approved venue, an application for approval of a modification of the gaming machine area must also be provided if

the application is approved (please see **Attachment A**). However the modification application may be lodged earlier. Please note that gaming machines cannot commence operation until the modification application is approved.

Further information on applying to modify the gaming machine area and applying for approval of premises can be obtained from the VCGR by contacting the Gambling Operations and Audit Branch on (03) 9651 3563.

Matters for consideration

The matters the VCGR will consider when determining whether to approve a proposed amendment to the conditions of a venue operator's licence to vary the number of gaming machines permitted in an approved venue, are set out under 3.4.20(1) of the *Gambling Regulation Act* 2003. In particular, the VCGR must be satisfied that:

- The amendment of the licence does not conflict with any Ministerial direction given under section 3.2.3(1) of the *Gambling Regulation Act* 2003;
- If the proposed amendment will result in an increase in the number of gaming machines permitted in an approved venue, the regional limit for gaming machines for the region in which the approved venue is located will not be exceeded by making this amendment; and
- If the proposed amendment will result in an increase in the number of gaming machines permitted in the approved venue, the net economic and social impact will not be detrimental to the well-being of the community of the municipal district in which the premises is located.

You will be advised in writing of the outcome of the VCGR's decision concerning your application. If the application was to vary the number gaming machines at an approved venue, you will receive a Notice of Approved Venue detailing the number of gaming machines permitted to operate in the venue, which must be displayed in accordance with the VCGR Rules.

Providing False or Misleading Information

In accordance with the *Gambling Regulation Act* 2003, it is an offence to provide false or

Important Information

misleading information or to omit information that is materially relevant to your application. Providing false or misleading information or failure to provide required information may result in prosecution or non-approval of your application, or both.

Privacy Policy

Personal information supplied by the applicant is collected, used and stored in accordance with the *Information Privacy Act 2000*. In accordance with the VCGR's privacy policy and relevant laws, you may be able to gain access to any personal or health information held about you by the VCGR.

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

Confidentiality Provisions

Information provided in your application must not be disclosed by the VCGR or its staff to someone else, except for the purposes provided under Division 6 of Chapter 10 of the *Gambling Regulation Act 2003*. You may access these provisions via the VCGR's website at www.vcgr.vic.gov.au > Legislation & Standards > Legislation Administered.

Mandatory Information Checklist

The following documentation **must** be submitted with this application

To **decrease** the number of gaming machines

☐

The prescribed fee (refer to the Schedule of Fees and Fines at www.vcgr.vic.gov.au > Application Forms > Fees & Fines)

To **increase** the number of gaming machines

☐

Completed current application form – The VCGR will not accept an application if any part of an application form is incomplete or missing.

☐

The prescribed fee (refer to the Schedule of Fees and Fines at www.vcgr.vic.gov.au > Application Forms > Fees & Fines)

☐

Evidence that the application has been lodged with the VCGR within **3** days of being given to the responsible authority as specified in question **5**.

☐

Economic and Social Impact Assessment – please provide 4 copies.

☐

Expenditure Analysis – expenditure estimates or any other analysis of anticipated GAMING MACHINE expenditure as a result of proposal as specified in question **8**.

☐

Any reports or documents the applicant intends to rely on at the public hearing as specified in question **18**.

☐

All witness statements as specified in question **18**.

Send To:

Director, Gambling Operations & Audit
 Victorian Commission for Gambling Regulation
 PO Box 1988
 MELBOURNE VIC 3000

Office Use Only

Amount Received \$.....Receipt No.

Revenue Officer
(Print name)Revenue Officer
(Signature)

Date Received/...../.....

Application No. Assigned to

Method of payment:Credit Card ☐ Cheque ☐ Cheque no.**Application to increase or decrease the number of gaming machines**

Application is hereby made to the Victorian Commission for Gambling Regulation to approve an amendment to a venue operator's licence issued to:

.....
 Name shown on venue operator's licence

Licence Number: V /

Venue operator's registered address:
 (No.) (Street)

(City/Town/Suburb)

(State)

(Postcode)

to vary the number of gaming machines at the approved premises:

Venue/Premises Name:

Premises Address:
 (No.) (Street)

(City/Town/Suburb)

(State)

(Postcode)

Premises Approval Number (if known):

Premises telephone no.: Premises fax no. Email Address:.....

I, the Authorised Officer for the above applicant, declare that:

- (i) All statements contained in and all matters accompanying this application are true and correct in every detail and fully disclose all information required to complete the application.
- (ii) The application given to the responsible authority is a true copy of the application lodged with the Victorian Commission for Gambling Regulation.
- (iii) I will communicate any changes made to this application directly to the Victorian Commission for Gambling Regulation, as soon as possible.

Name of Authorised Officer..... Signature of Authorised Officer:..... Date:/...../.....

Payment by Credit Card (complete only if paying by credit card)

Card Type ☐ Mastercard ☐ Visa Amount \$

Card Number

Expiry Date

Name shown on card Card holder's signature:.....

Important Information

Please note that once an application has been registered, the application fee is non-refundable. Refer to the Schedule of Fees and Fines on the VCGR website to confirm the current fee. The application fee can be paid by:

- cheque or money order, made payable to the VCGR;
- cash or credit card (Visa or MasterCard) payment at the VCGR's office at Level 5/35 Spring Street, Melbourne. If paying by cash, please ensure that you have the correct amount as there is no facility to provide change (**DO NOT under any circumstances send cash through the mail**); or
- credit card by completing the appropriate details above.

.....
 Authorised Officer's Signature

...../...../.....
 Date

Information relating to Public Hearings and Publication of Application Materials

Under Section 10.1.22 of the Act

Section 10.1.22 of the Gambling Regulation Act 2003 (the Act) requires the Victorian Commission for Gambling Regulation (VCGR) to conduct certain aspects of its business in public. The matters the VCGR must decide in public include applications to amend a venue operator's licence.

This means that your application to amend your venue operator's licence to vary the number of gaming machines will be determined at a public hearing.

Furthermore, any application material provided by you in respect of your application will also be made publicly available on the VCGR's website. This includes any social and economic impact assessment and financial analysis.

However, under section 10.1.22 (3) of the Act the VCGR may direct that an inquiry or meeting or part of an inquiry or meeting be held in private if it considers:

- it necessary to do so to prevent the unreasonable divulgence of information relating to the personal affairs of any person including a deceased person; or
- it is otherwise in the interests of justice or the public interest to do so.

The following "Acknowledgment in Relation to Public Hearings and Publication of Application Materials" must be completed by all applicants for an amendment of a venue operator's licence. The acknowledgment requires you to certify that you have read and understand this information about public hearings and the publication of application materials. It also provides you with the opportunity to make submissions to the VCGR as to why it should decide to consider this application in private, and/or not publish the application materials on its website.

Please note that any reasons you provide will be considered but the final decision of whether your application will be decided in private or in public and if it will be published on the VCGR website will be made by the VCGR.

If you have any questions regarding this process please contact the VCGR's Policy and Assessment Unit on telephone (03) 9651 3359.

Acknowledgement of Public Hearings and Publication of Application Materials

Under Section 10.1.22 of the Act

Name:.....
(Print full name of Applicant)

Address:
(Full address of Applicant)

Authorised officer:.....
(Full name of the authorised officer signing the application of behalf of the Applicant)

As the authorised officer completing the application form on behalf of the Applicant, I hereby state that:

- (i) I have read the 'Information relating to Public Hearings and Publication of Application Materials' detailed above; and
- (ii) I understand that material which is relevant to this application to amend a venue operator's licence is liable to be publicly disclosed in the course of the decision-making process.

Further, I hereby advise the VCGR that (tick the appropriate boxes)

- ☐ The Applicant has no objection to this application being heard in public.
- ☐ The Applicant has no objection to the application materials being published on the VCGR website.
- ☐ The Applicant objects to this application being heard in public and has attached a statement of reasons as to why this application should be decided in private.
- ☐ The Applicant objects to the publication of the application materials on the VCGR website and has attached a statement of reasons as to why this information should be not be made public.

Signed.....
(Signature of Authorised Officer)

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

.....
Authorised Officer's Signature

...../...../.....
Date

Advertising Requirement Gaming Machine Increase

Within 7 days of lodging the application with the responsible authority the applicant must publish in a newspaper circulating in the local area of the approved premises a notice, in the format prescribed below, informing the public of the application. The notice invites public comment on the application in writing, to the responsible authority or directly to the VCGR.

Applicants are required to include venue details and the number of gaming machines proposed to be installed at the venue in the notice.

The authorised officer, on behalf of the applicant, must forward to the VCGR a copy of the notice within 14 days of the application being given to the responsible authority.

This requirement is made under section 3.4.18 of the *Gambling Regulation Act 2003*.

Required format of Public Notice for an application for an increase in the number of gaming machines at an approved venue

**Notice of Application to Amend Venue Operator's Licence to Increase the Number
of Gaming Machines
Section 3.4.18 of the Gambling Regulation Act 2003**

(Applicant) has applied to the Victorian Commission for Gambling Regulation to increase the number of gaming machines at **(venue name, address, and suburb)** from XX to XX.

Persons from the municipality where the venue is located may comment on this application in writing, within 30 days of this notice. For more information and contact details regarding this application please visit www.vcgr.vic.gov.au > Inquiries & Hearings > Hearings Forthcoming.

Persons wishing to make a submission that do not have internet access can telephone the VCGR on (03) 9651 3359 to obtain contact details.

Application Details – Part A

<p>1. Existing gaming machines</p> <p>Number of gaming machines permitted under the existing venue operator's licence:</p> <p style="text-align: center;">.....</p>	Office use only
<p>2. Gaming operator</p> <p>Tabcorp Holdings Ltd <input type="checkbox"/> (proceed to 3a)</p> <p>Tattersall's Gaming Pty Ltd <input type="checkbox"/> (proceed to 3a)</p> <p>No gaming operator attached <input type="checkbox"/> (proceed to 3b)</p>	
<p>3. Additional gaming machines sought or Decrease in gaming machines sought</p> <p>3a. Number of gaming machines agreed by the gaming operator:</p> <p style="text-align: center;">.....</p> <p>Please provide a copy of your contract with the gaming operator</p> <p>3b. Number of gaming machines to be added by proposal:</p> <p style="text-align: center;">.....</p> <p>3c. Number of gaming machines to be decreased on licence</p> <p style="text-align: center;">.....</p>	
<p>4. Increase of less than 10 per cent</p> <p>4a. Is this an application to increase the number of gaming machines by an amount of 10 per cent or less of the existing number of machines permitted in the venue?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>4b. Has an application for an increase in gaming machines by an amount of 10 per cent or less been made for the same venue in the last two years?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	
<p>5. Evidence of Lodgement</p> <p>You must provide evidence that the application has been lodged with the VCGR within 3 days of being given to the responsible authority.</p>	

.....
Authorised Officer's Signature

...../...../.....
Date

Social and Economic Impact – Part B

<p>6. Additional gaming machines</p> <p>The net number of gaming machines to be added by the proposal:..... <i>(New gaming machines sought less those relocated from within municipal district)</i></p>	Office use only
<p>7. Venue Patron Profile</p> <p>In an attachment describe the expected patron profile of the venue if the proposal is approved. Make reference to the following:</p> <p>Do they live near the venue, elsewhere in the municipal district, or do they work but not live in the municipal district? Are they from a particular socio-economic background (includes ethnicity, gender, age, income level/type)? Are they already customers of other gaming venues in the municipal district?</p> <p>Has an attachment been included? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes, attachment/page number is: /</p>	
<p>8. Gaming Expenditure</p> <p>Anticipated net gaming machine expenditure arising from this proposal over the first 12 months:</p> <p>\$..... <i>(Net expenditure equals total money less prizes paid i.e. player losses)</i></p> <p>Has an attachment been included? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes, attachment/page number is: /</p>	
<p>9. Employment</p> <p>Direct gaming employment from proposal: <i>(Provide equivalent full-time figures)</i></p> <p>In addition, in an attachment, you should detail and describe the amount and type of direct new employment created. For example number of new full-time or part time, permanent or casual positions; whether in gaming, hospitality or administration; whether wages and conditions are above the award. In addition, you should make a reasoned estimate of indirect employment creation.</p> <p>Has an attachment been included? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If so, attachment/page number is: /</p>	

.....
 Authorised Officer's Signature

...../...../.....
 Date

10. Infrastructure Investment, Development and Maintenance

Please make an estimate. If you can not, state 'Unable to accurately determine'.

Value of new building or renovation works from proposal: \$.....

Value of building maintenance contracts from proposal for next 12 months: \$.....

11. Supply Contracts

Please make an estimate. If you can not, state 'Unable to accurately determine'.

11.1 Value of supply contracts to venue for next 12 months: \$.....

11.2 Estimated proportion to be provided by suppliers from within municipal district: \$.....

12. Complementary Expenditures

Please make an estimate. If you can not, state 'Unable to accurately determine'.

Value of complementary expenditures for the next 12 months: \$.....

13. Revenue Distribution

In an attachment provide further comment and information in relation to the net expenditure on gaming machines that remains in the municipal district or returned to the municipal district.

Has an attachment been included? YES ☐ NO ☐

If Yes, attachment/page number is: /

14. Tourism

14.1 Estimated impact of gaming on tourism to the municipal district for the previous financial year:

14.2 Estimated impact on tourism from the proposal (first 12 months):

Has an attachment been included? YES ☐ NO ☐

If 'YES', attachment/page number is: /

15. Social, Recreational and Entertainment Opportunities

For each of the relevant sections make a reasoned estimate. If you can not, state 'Unable to accurately determine'.

15.1 Estimate of funding or contributions towards improvements to recreational, entertainment or community facilities from this proposal: \$.....

15.2 Estimate of the value of sponsorship of sporting activities, social events and live entertainment from this proposal: \$.....

15.3 Estimate funding towards opportunities for particular social groups from this proposal: \$.....

Has an attachment been included? YES ☐ NO ☐

If Yes, attachment page number is: /

16. Social, Recreational and Entertainment Opportunities Continued

16.1 Estimate the average number of patrons who attend, any part or all of, entire venue weekly

16.2 Estimate the average number of patrons who use the gaming facility weekly:

16.3 Estimate the additional weekly patrons who may attend, any part or all of the venue weekly due to the approval of this proposal:

16.4 Estimate the additional average number of patrons who may use the gaming facility weekly due to the proposal:

Has an attachment been included? YES ☐ NO ☐

If Yes, Attachment/page number is: /

17. Incidence of Problem Gaming/Residents at Risk and Demand for Community Support Services

Please provide significant detail of your venue, responsible gaming practices and harm minimisation strategies in an attachment.

17.1 As an existing venue, what are the responsible gaming practices and harm minimisation strategies?

Use an attachment to provide your response.

Has an attachment been included? YES ☐ NO ☐

If Yes, attachment/page number is: /

18. Responsible Gambling Environment

In an attachment please outline how the proposal will provide a Responsible Gambling Environment, including but not limited to the location and appropriateness of a children's play area, if applicable.

Has an attachment been included? YES ☐ NO ☐

If Yes, attachment/page number is: /

19. Evidence and witness statements for public hearing

Expert witnesses may appear at the public hearing and present evidence in support of your application. Written witness statements may also be lodged.

19.1 Any written witness statements which will be relied upon at the public hearing must be provided in an attachment.

19.2 You must provide any other evidence or documents that you intend to rely on or use in the public hearing. This includes documentation of any agreements between the applicant and venues where gaming machines are to be transferred from.

Has an attachment been included? YES ☐ NO ☐

If Yes, attachment/page number is: /

20. Qualifications of expert witness

20.1 Qualification details of the witness who completed the Social and Economic Impact statement must be provided in an attachment.

Has an attachment been included? YES ☐ NO ☐

If Yes, attachment/page number is: /

If you have any queries please contact the VCGR:

Policy and Assessment Unit

Ph: 03 9651 3359

Fax: 03 9651 3777

Email: Hearings@vcgr.vic.gov.au



Victorian Commission
for Gambling Regulation

ATTACHMENT A
MODIFICATION OF GAMING MACHINE AREA

Application Form and Information Sheet

Send application to:

Manager, Gambling Products
Victorian Commission for Gambling Regulation
PO Box 1988
MELBOURNE VIC 3001

Or lodge in person at:

Level 5, 35 Spring Street
MELBOURNE VIC 3000

For enquiries contact:

Victorian Commission for Gambling Regulation
Office Hours: 9am to 5pm, Monday to Friday
Telephone: (03) 9651 3563
Facsimile: (03) 9651 3599
Website: www.vcgr.vic.gov.au

Application for approval to modify a gaming machine area in an approved venue

Information Sheet

Section 3.3.16(1) of the *Gambling Regulation Act 2003* states that: “A Venue Operator must not modify a gaming machine area in an approved venue without the approval of the Commission”.

Application for approval

Your application must contain all the necessary information to enable the Commission to make a decision. If there is insufficient space on the application form, attach a separate sheet. There is no fee charged for this application.

Plan of the gaming machine area (the Floor Plan)

You must lodge an accurate plan depicting the proposed changes to the gaming machine area. The plan must show the gaming machine layout, including gaming machine floor position numbers, cashier station, other services to be provided in or adjacent to the gaming machine area such as toilets, entrances, catering facilities, external smoking area. The plan must be drawn to a scale of 1:50.

Plan of the premises (the Premises Plan)

You must lodge a revised plan of the premises if you are altering the perimeter of the gaming machine area, or the perimeter of the approved venue, or if the facilities within the approved venue are being altered. The plan must be drawn to a scale of 1:100 and show the location of the gaming machine area within the approved venue and the services and facilities to be provided, such as bistro, sports bar, function room, kitchen area, entrances, other catering facilities, toilet amenities, external smoking areas,.

Planning Permit issued under the *Planning and Environment Act 1987*

You will need to provide to the Commission evidence of a planning permit; or a copy of an application lodged for a planning permit; or evidence from the Responsible Authority that a planning permit is not required, if you are doing any of the following:

- Altering the perimeter of the approved venue; or
- Increasing the size of the gaming machine area; or
- Relocating the gaming machine area within the existing premises; or
- Modifying the gaming machine area because you are applying for additional gaming machines. (Clause 52.28 of the *Victorian Planning Provisions* states that a planning permit is required to increase the number of gaming machines at an approved venue. Contact the responsible authority for further information).

Variation to Liquor Licence under the *Liquor Control Reform Act 1998*

If the modification to the gaming machine area necessitates a change to the conditions of your licence, or to the perimeter of the liquor licensed area – the red line area – the Commission will require evidence of a variation to your liquor licence. Contact Liquor Licensing Victoria for information and to determine if a variation to your liquor licence is needed.

Details of staged building work

If the modification is to be carried out in stages provide details of the different stages of building work and the proposed time frame for the start and finish of each stage. For example if you are planning to relocate the cashier station, will this necessitate other preparatory work that will impact on the operation of gaming machines? Or, will you need to temporarily disconnect a bank of machines to facilitate building work? If so, the Commission will need this information when making its decision to determine if it needs to place conditions on the approval.

After lodgement of application

Following receipt of an application, a site inspection may be carried out by an Inspector. The Inspector will assess the application having regard to the size, layout and facilities of the approved venue. You may also be asked to provide further information on any other matter that the Commission considers relevant to the application.

When all relevant documentation has been received, the Commission will grant, or refuse to grant, an application for approval of modification of a gaming machine area.

For further information about your modification application contact the Duty Inspector on 9651 3563.

Note: Any approval granted for modification of a gaming machine area is not an approval for an increase in gaming machine numbers if you have applied for an increase. An application for an increase in gaming machine numbers will be considered by the Commission at a public hearing.

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 the Commission. 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.



APPLICATION FOR APPROVAL TO MODIFY A GAMING MACHINE AREA

To: Manager Gambling Products
Victorian Commission for Gambling Regulation
P O Box 1988R
MELBOURNE VIC 3001

I hereby seek approval under section 3.3.16 of the *Gambling Regulation Act* 2003 to modify the gaming machine area of the following venue and in the manner described below:

VENUE: _____ Premises Approval No: **P** _____

ADDRESS: _____

Details of the modification:

In support of this application I have attached the following information / documentation:

1. 1:50 scale plan of the gaming machine area showing details of the proposed changes. (The plan must show the gaming machine layout, cashier station & bar areas, entrances, other services to be provided in or adjacent to the gaming machine area such as, catering facilities, toilets, external smoking areas).
2. 1:100 scale plan of the premises showing details of the proposed changes (applicable if the perimeter of the gaming machine area and/or the perimeter of the approved venue is being altered in any way).
3. Planning Permit and endorsed plan or evidence of an application for a planning permit (applicable if a planning permit or amendment to an existing planning permit is required).
4. Evidence of application to Liquor Licensing Victoria for a variation of licence (applicable if conditions of the liquor licensed red-line area of the approved venue is being varied).
5. Details of staged building work (if applicable).

Signed: _____ Date: _____
Venue Operator

Telephone: _____ Mobile: _____ Facsimile: _____

To ensure you have provided the correct information in order for the Commission to process this application, please read the attached information sheet.