

# Gaming machine dealer's, corporate seller's or testing facility licence application

## Before you complete this form

### What this form is for

This application form is for an organisation applying for a Dealer's, a Corporate Seller's or a Testing Facility Licence under the *Gaming Machine Act 2001* (the Act).

This form is not for an individual applying for a seller's licence.

A separate form is available at [liquorandgaming.nsw.gov.au](https://liquorandgaming.nsw.gov.au)

### Cost

- The lodgment fee is \$1,000 for a dealer's licence, or \$100 for a corporate seller's or a testing facility licence.
- The lodgment fee is not refundable if the application is withdrawn or not granted.
- The application may incur investigation fee by Secretary or Commissioner of Police which must be paid by applicant.
- If the licence is granted, the remainder fee-on-grant must be paid. The fee for this application is available at the [gaming machine licence and application fee schedule](#)
- No GST applies.

### How to complete this form

1. This form must be completed by the principal executive officer or an authorised company representative with the relevant company knowledge, who has been duly appointed by the company board/partners.
2. The application is not deemed as completed until all forms are submitted.

## Pre-lodgement checklist

If information is missing, processing this application will be delayed and the application may be withdrawn.

- ☐ Have you attached your organisational chart showing the company structure?
- ☐ Have you provided a list of the **applicant** company's directors, company secretary and financial controller?
- ☐ Have you provided a national police check for each person listed above?
- ☐ Have you provided 100 points of ID for each person listed above?
- ☐ Have you provided floor plans of the proposed premises?

## How to lodge this form

@ [lgnsw.approvals@liquorandgaming.nsw.gov.au](mailto:lgnsw.approvals@liquorandgaming.nsw.gov.au)

Include 'Gaming machine dealer's, seller's or testing facility licence application' in the subject line' in the subject line.

## Need more information?

 [liquorandgaming.nsw.gov.au](https://liquorandgaming.nsw.gov.au)

@ [Contact us online](#)

 1300 024 720

## Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. Providing this information is voluntary, but where relevant information is not provided this may lead to your application being refused, delayed or not further considered. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at [liquorandgaming.nsw.gov.au](https://liquorandgaming.nsw.gov.au)

Before you complete this form

Explanation of terms

Term	Definition
Applicant	The person qualified to make this application
Holding company	A parent business entity of the applicant
Ultimate holding company	A parent business entity of the holding company

Requirement of the *Gaming Machine Act 2001*:

Sec 101(5) The Authority must not grant a gaming-related licence unless they are satisfied that the applicant is a fit and proper person to carry on the business or activity to which the licence relates.

# Gaming machine dealer's, corporate seller's or testing facility licence application

## Part 1 About the proposed gaming related licence

What type of application are you applying?  
Please check ☒ only one box.

- ☐ A gaming machine dealer's licence
- ☐ A gaming machine corporate seller's licence
- ☐ A gaming machine testing facility licence

## Part 2 About the applicant

Name of organisation (Must exactly match the name registered to the ABN/ACN, and cannot be a trust)

ABN

ACN

Year incorporated

Website

Business address (a street address)

Suburb/town/city

State

Postcode

Country (If not Australia)

## Declarant details

**Note** Please refer to 'How to complete this form' in page 1 for more information in relation to the person who can be a declarant on behalf of the applicant.

Given name

Middle name

Family name

Job title

Date of birth

City or town and country of birth

Email

Mobile

Daytime phone

Residential address (a street address)

Suburb/town/city

State

Postcode

Country (If not Australia)

*continue overleaf*

### Contact person details

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Job title

Email

Mobile

### Part 3 More about the applicant

Provide details of proposed premises for the gaming related licence

#### Note

This information can be submitted at later date

Street address

Suburb/town/city

State Postcode

### Other matters that the applicant wishes to disclose

Are you aware of any facts or circumstances which might affect your fitness and propriety other than a matter disclosed in any answer in this application form?

☐ No

☐ Yes  please provide full details:

Attach a separate sheet if you need more space

☐ Additional sheet attached

### Part 4 Supporting information we need

Attach and clearly label the following):

- A company Organisational chart showing the structure of the applicant company, which includes any holding or parent companies
- A list of the **applicant** company's Directors, Company secretary and Financial controller
- For each person in the above list provide a National Police Certificate
- For each of the above persons, provide a copy of the 100 point check identity documents
- Provide floor plans of the proposed premises.

*continue overleaf*

## Part 5 Authorised legal agent (if applicable)

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Job title

Email

Mobile

Daytime phone

## 5A Authorised legal agent employer details

Name of organisation

ABN

ACN

Website

Business address

Suburb/town/city

State

Postcode

## 5B Authorised legal agent declaration

I declare that the answers I have given for this person are accurate. I have explained to this person that their information may be released to 3rd parties including NSW Police for verification

Name

Signature

Date

*continue overleaf*

## Part 6 Declaration of applicant

On behalf of, (Company name)

I, (Full name of person)

do solemnly declare and affirm that:

- I am 18 years or older and I am authorised to lodge this application.
- The contents of this application including the attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete this application.
- I undertake to notify as soon as possible Liquor & Gaming NSW (L&GNSW) of any change to the information in this application if the information changes before the application is determined.
- I acknowledge it is an offence to provide false, misleading or incomplete information in this application under s. 36 of the *Gaming and Liquor Administration Act 2007* and s. 307A of the *Crimes Act 1900*.
- I acknowledge failure to provide all required information will result in the application being rejected.
- I understand specific details I have supplied in this application may be 'personal information' under the *Privacy and Personal Information Protection Act 1998*. Personal information is any information or opinion that identifies an individual, or enables someone to identify an individual.
- I acknowledge L&GNSW is collecting information on behalf of the Independent Liquor & Gaming Authority to enable processing of the application. I also understand that L&GNSW will use this information for its intended purpose only, store the information securely, and allow the applicant or licensee to access and update the information. When processing this application, L&GNSW may disclose information to other Government agencies.

**Declared at:** (Address where declaration is witnessed and signed by declarant and JP)

Address

Suburb/town/city

State

Postcode

Signature

Date

DD / MM / YYYY

## 6A Witness details

Name (Justice of the Peace/Legal Practitioner/Notary Public)

Registration number

Signature

Date

DD / MM / YYYY

## Part 7 Payment for this application

The total fee can include a combination of a fixed fee and a processing fee. The processing fee component is nonrefundable in the event the application is withdrawn or not granted.

Fees are subject to change without notice and do not incur GST.

### Processing fee amount

Please check ☒

☐ \$1000 (Dealer's licence)

☐ \$100 (corporate seller's/testing facility licence)

Pay by credit card or PayPal® using the following link:  
[liquorandgaming.nsw.gov.au/applicationpayments](https://liquorandgaming.nsw.gov.au/applicationpayments)

**Note** This payment is only a processing fee for this application, the remaining licence fee must be paid when a licence is granted. The annual licence fee is available in the gaming machine licence and application fee schedule:

[liquorandgaming.nsw.gov.au/operating-a-business/gaming-licences/gaming-machine-fees](https://liquorandgaming.nsw.gov.au/operating-a-business/gaming-licences/gaming-machine-fees)

### Step 1

Click on the link or type the URL into your web browser

### Step 2

Follow the instructions online to complete the payment

### Step 3

When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application. Not providing this information may result in delays in processing your application.

Receipt number