

**APPLICATION FOR AN AUTHORISATION CERTIFICATE AMENDMENT**

If insufficient space is available for responses please attach additional information

**Details of Application**

 A licensee may apply for an amendment of an *Authorisation Certificate* only for (please tick relevant option) –

**A Gaming Area Amendment**

- to change the size or shape of a gaming area, or part of a gaming area;
- to change the location of a gaming area;
- to add another gaming area;

**A Premises Relocation Amendment**

- to relocate all gaming machine operations allowed under the authorisation certificate to a new premises;

**An Increase Maximum Amendment**

- to increase the maximum number of authorisations for Class C gaming machines under the Authorisation Certificate.

*NOTE: A licensee does not need to apply for a gaming area amendment or any other authorisation amendment to move a gaming machine from one part of a gaming area to another part of a gaming area.*

**SECTION 2 - Details of Applicant**

Name of Authorised Premises (enter text)		Authorisation Certificate No:
Address of Authorised Premises (enter text)		
Postal address (enter text)		
Contact Person (enter text)	Telephone (enter text)	Facsimile (enter text)
Email Address (enter text)		
Reason for the amendment (enter text)		

AF2015-77

**SECTION 2 – For premises relocation only**

Address of new premises (enter text)

Block (enter text)

Section (enter text)

Suburb (enter text)

**SECTION 3 – For increase maximum amendment only**

Number of additional authorisations sought (enter text)

**SECTION 4 - Documents that must accompany this application.***Gaming Area Amendment*

- to change the size or shape of a gaming area, or part of a gaming area;
  - to change the location of a gaming area; or
  - to add another gaming area;
- A plan of the premises that is drawn to scale that clearly delineates the location, boundaries and dimensions of the proposed gaming area.

*Premises Relocation Amendment*

- to relocate all gaming machine operations allowed under the authorisation certificate to a new premises within the same suburb;
  - A plan of the premises that is drawn to scale that clearly delineates the location, boundaries and dimensions of the proposed gaming area.
- to relocate all gaming machine operations allowed under the authorisation certificate to a new premises within another suburb;
  - A plan of the premises that is drawn to scale that clearly delineates the location, boundaries and dimensions of the proposed gaming area;
  - A social impact assessment; and
  - If the applicant is a club, evidence that a majority of the voting members of the club who voted in a ballot conducted under the Regulation voted for the Club relocating to the new premises.

*Increase Maximum Amendment*

- to increase the maximum number of authorisations for Class C gaming machines under the Authorisation Certificate.
  - A plan of the premises that is drawn to scale that clearly delineates the location, boundaries and dimensions of the proposed gaming area;
  - A social impact assessment;
  - An alphabetical list of names and addresses of current members of the club, certified correct by the club secretary. These details may be supplied in an electronic format; and
  - A copy of any membership agreements between the applicant licensee and any other club.

**SECTION 5- To be completed by authorised representative of applicant.**

I (print or type full name of licensee's representative)

on behalf of the (print or type name of licensee)

do hereby declare that the information on this application form and the accompanying documentation is true and correct.

Signed

Position (print or type position held with licensee)

Date

**SECTION 6- Important Information**

- The prescribed fee must accompany this application.
- Please note that once this application is submitted to the ACT Gambling and Racing Commission the application fee is non-refundable.
- The prescribed fee is available on the Commission's web site at [www.gamblingandracing.act.gov.au](http://www.gamblingandracing.act.gov.au)
- Alternatively, you can contact the Commission on telephone number 02 6207 0359 for more information.
- Mail this completed application to:  
 ACT Gambling and Racing Commission  
 PO Box 214  
 CIVIC SQUARE ACT 2608  
 Fax: 6207 7390  
 Email: [gaming.operations@act.gov.au](mailto:gaming.operations@act.gov.au)

**GAMING REGULATION SECTION USE ONLY - APPLICANT NOT TO COMPLETE THIS PART**

APPLICATION FEE PAID		YES	NO
AUTHORISED BY	DATE	YES	NO

**SECTION 7 – Details of Payment.**

Please indicate by ticking the appropriate box which of the following will be the method of payment:

- money order or cheque made payable to the ACT Gambling and Racing Commission; or
- credit card (Visa or Master Card). Please complete the required details in the area below.

**Payment by Credit Card.**

Card type – Select one check box below for your card type:

- Master Card; or
- Visa.

Card Number:

Expiry Date:

Amount:

Name on Card:

Signature

**FINANCE SECTION USE ONLY – APPLICANT NOT TO COMPLETE THIS PART**

Payment

Processed by: ..... Date...../...../..... Receipt Number: .....  
(Authorised Officer)