

## Change gaming machine shutdown period on hardship grounds (each day of the week)

### Information for applicants

- Use this application form if the gaming machine shutdown period for your licensed premises is the general 6-hour shutdown period from 4:00AM to 10:00AM each day of the week, and if you are applying to reduce that period to the 3-hour period from 6:00AM to 9:00AM on each day of the week (including Saturdays and Sundays).
- Apply only if:
  - the licensee had before 26 July 2001 entered into a contract for major building works in respect of the licensed premises, and that decision was based on cash flow estimates from trading hours that did not include a 6-hour shutdown period; or
  - hardship was caused by a decline in business revenue or a loss of jobs that were a direct result of the requirement initially for a 3-hour and later for a 6-hour shutdown period; or
  - other hardship can be demonstrated to the satisfaction of the Authority.
- Complete all applicable questions. If information is missing, we can ask you to supply the required information to support the application.
- If you need help in completing this application, call (02) 9995 0894 during business hours or email [gamingapplications@olgr.nsw.gov.au](mailto:gamingapplications@olgr.nsw.gov.au)
- If you need more information, visit [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)
- Lodge this application form with payment by:

#### Post

Office of Liquor  
Gaming & Racing  
GPO Box 7060  
Sydney NSW 2001

#### Fax

Office of Liquor  
Gaming & Racing  
(02) 9995 0819

#### Deliver to

Office of Liquor  
Gaming & Racing  
Level 6, 323 Castlereagh St  
Haymarket NSW 2000

#### Email

[gamingapplications@olgr.nsw.gov.au](mailto:gamingapplications@olgr.nsw.gov.au)

#### OFFICE USE ONLY

GMS030

By (circle): mail | OTC | fax | email

Date lodged \_\_\_\_\_

Amount paid \$ \_\_\_\_\_

GLS receipt no \_\_\_\_\_

Request number \_\_\_\_\_

Finalised by \_\_\_\_\_

Date finalised \_\_\_\_\_

### PART 1 About the liquor licence

Tell us the:

Liquor licence number LIQ \_\_\_\_\_

Licence name \_\_\_\_\_

If the licensee is an individual (ie. a person), answer all questions in Part 1A only.  
If the licensee is an organisation (e.g. a company), answer all questions in Part 1B only.

#### PART 1A Licensee (if an individual)

Title \_\_\_\_\_ Gender \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Surname \_\_\_\_\_ Date of birth (dd mm yyyy) \_\_\_\_\_

Place of birth e.g. Camperdown \_\_\_\_\_ Phone (daytime) \_\_\_\_\_

Email address \_\_\_\_\_



PART 1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Phone (daytime)

PART 2 About the application

A compulsory 6-hour shutdown period applies to all club and hotel licences that keep gaming machines. Gaming machines must not be played during the shutdown period. The general shutdown period commences at 4:00AM and concludes at 10:00AM each day.

A club or hotel can apply for approval of a 3-hour shutdown period on each day of the week. If approved, gaming machines must not be played during the 3-hour shutdown period commencing at 6:00AM and concluding at 9:00AM each day.

Approval will only be given where:

- The financial viability of the business as a whole will be seriously threatened if approval is not given
There has been a clear loss of revenue since introduction of the 3-hour shutdown period requirement on 2 April 2002 or the 6-hour shutdown period requirement on 1 May 2003
There will be a significant continuing downturn in revenue if approval is not given to this application
There has been a clear reduction in the number of permanent staff employed or hours worked by casual or part-time staff since 2 April 2002
There will be a clear reduction in the number of permanent staff employed or hours worked by casual or part-time staff if approval is not given
The club or hotel would have a significant continuing downturn in the level of support given to the local community, either through direct funding or through 'in-kind' services provided to local community groups, if approval is not given
The club or hotel had entered into a contract prior to 26 July 2001 for carrying out significant building or refurbishment work, and the decision to enter into the contract was based on cash flow estimates at that time which relied on the trading hours of the premises remaining unchanged.

Factors that will be considered:

- Trends for the last three years for: Profitability, Employment, Non-salary costs, Donations to charities or community groups (both direct and 'in kind')
Linkages with other club licences held by the same licensee, and links between other hotels within the same ownership - where these links exist, provide a clear statement as to the extent to which the operations of those other clubs or hotels are impacting financially on the applicant's licensed premises
All gambling and liquor harm minimisation measures currently in place, including any that are not required by legislation
Current linkages with, and contributions to, gambling-related counselling services
Current refurbishment or renovation programs
Facilities and services offered by the licensee before and after 2 April 2002, including trading hours
The application of non-smoking policies and practices in the venue
Demonstration of a commitment to staff development and training.

Factors that will not be considered:

- The cost of building refurbishments or renovations, a voluntary reduction in the number of gaming machines
The impact of business or financial investment decisions, and
The impact of financial or other mismanagement.

Supply trend analysis data for the past three years for:

- Gaming machine profits for the licensed premises
The number of full-time, part-time and casual staff employed within the licensed premises
The number of casual hours worked by staff
Employee-related costs
Non employee-related costs
Donations to charitable organisations and/or community groups (direct and 'in kind')

Does the licensed premises at Part 1 of this application form have any linkages with other liquor licences held by the same licensee, and/or are there any financial or business ties with other licences? Yes No

If Yes, supply details about the extent to which the operations of those other licensed premises are impacting financially on the licensed premises at Part 1 of this application form:

Blank lines for providing details of financial impact.



Has the licensee adopted all harm minimisation measures required by the *Gaming Machines Act 2001*, the *Gaming Machines Regulation 2010*, the *Liquor Act 2007* and the *Liquor Regulation 2008*?

\_\_\_ Yes \_\_\_ No

Describe how the licensee has implemented and continues to implement these measures:

Four horizontal lines for text input.

Does the licensed premises have any current links with, and/or make contributions to, gambling-related counselling services?

\_\_\_ Yes \_\_\_ No

If **Yes**, provide details:

Four horizontal lines for text input.

What facilities and services were provided from the licensed premises before April 2002?

Four horizontal lines for text input.

What facilities and services are now provided from the licensed premises?

Four horizontal lines for text input.

Supply the following information:

Day	What were the trading hours for your licensed premises before April 2002?		What are the trading hours for your licensed premises now?	
	Opening time	Closing time	Opening time	Closing time
Monday	: AM/PM	: AM/PM	: AM/PM	: AM/PM
Tuesday	: AM/PM	: AM/PM	: AM/PM	: AM/PM
Wednesday	: AM/PM	: AM/PM	: AM/PM	: AM/PM
Thursday	: AM/PM	: AM/PM	: AM/PM	: AM/PM
Friday	: AM/PM	: AM/PM	: AM/PM	: AM/PM
Saturday	: AM/PM	: AM/PM	: AM/PM	: AM/PM
Sunday	: AM/PM	: AM/PM	: AM/PM	: AM/PM
Public holiday	: AM/PM	: AM/PM	: AM/PM	: AM/PM

Does the applicant's licence have overdue gaming machine taxes? \_\_\_ Yes \_\_\_ No

If **Yes**, what is the indicative amount of the overdue gaming machine taxes? \$ \_\_\_\_\_

**Note:** This application may not be approved unless overdue gaming machine taxes are paid or satisfactory arrangements are made for payment.

### PART 3 Payment for this application

**Pay a \$550 fee by :**

\_\_\_ Cheque (payable to 'Office of Liquor, Gaming & Racing')    \_\_\_ Cash    \_\_\_ Money order    \_\_\_ Credit card

Cheque drawer's name \_\_\_\_\_

\_\_\_ MasterCard    \_\_\_ VISA    Card no \_\_\_\_\_    Expiry date \_\_\_\_\_    CVV\* \_\_\_\_\_

\*These are the last 3 digits printed on the signature panel on the back of your credit card

Cardholder's name \_\_\_\_\_

**Cardholder's signature** \_\_\_\_\_

**Payment amount \$** \_\_\_\_\_

#### PART 4 Declaration

- I declare that I am 18 years or older and I am authorised to lodge this application.
- I declare that the contents of this application including attachments are true, correct and complete and that I have made all reasonable inquiries to obtain the information required to complete the application.
- I undertake to immediately notify the Authority of any change to the information in this application, if the information changes before the application is determined.
- I acknowledge that under section 36 of the *Gaming and Liquor Administration Act 2007* and section 307A of the *Crimes Act 1900* it is an offence to provide false, misleading or incomplete information in this application.
- I acknowledge that failure to provide all required information may result in delay or refusal of the application.
- I understand that 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 that the Independent Liquor & Gaming Authority is collecting information to enable processing of the application. I also understand that the Authority will use the 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, the Authority may need to disclose information to other Government agencies.

If the licensee is an individual (ie. a person), complete Part 4A only. If the licensee is an organisation (e.g. a company), complete Part 4B only.

#### PART 4A Licensee (if an individual)

Signature

Date

#### PART 4B Licensee (if an organisation)

This panel must be signed in accordance with the requirements in section 127 of the *Corporations Act 2001*.

Signature 1

Position

Date

(e.g. director)

Signature 2

Position

Date

(e.g. director, company secretary)

If the application is lodged by a legal or other representative, tell us:

Name of representative

Representative's business name

Phone (daytime)

Fax

Address for correspondence

Email address

#### Reminder

Before sending your application to us, check:

1. All questions in Parts 1 and 2 have been answered
2. Payment is enclosed, or the credit card details are completed, in Part 3
3. The applicant has read and signed Part 4.