



NSW Office of Liquor, Gaming and Racing

323 Castlereagh Street, Haymarket

GPO Box 7060, Sydney NSW 2001

Tel: 02 9995 0666 | Fax: 02 9995 0611

www.olgr.nsw.gov.au

OFFICE USE ONLY

Application/Request No.

Date Received

Licence/Permit No.

GAMES OF CHANCE APPLICATION FORM PROGRESSIVE LOTTERY

INFORMATION FOR APPLICANTS

- COMPLETE ALL QUESTIONS.**
- If information is missing, we can ask you to supply the required information and/or documentary evidence to support the application.
- If you need more information about applying for a game of chance permit, go to http://www.olgr.nsw.gov.au/promos_gofc.asp.
- If you need help in completing the application form, call (02) 9995 0666 or email lottery.inquiries@olgr.nsw.gov.au.
- Lodge this application form and any supporting documents by:
Post to:
NSW Office of Liquor, Gaming and Racing
GPO Box 7060, Sydney, NSW 2001
Delivery to:
NSW Office of Liquor, Gaming and Racing
Level 7, 323 Castlereagh Street, Haymarket, NSW 2000

PLEASE PRINT CLEARLY IN INK

PART 1. LOTTERY DETAILS

1.1 What is the period for which permit is sought?^[1]

	DAY	MONTH	YEAR		DAY	MONTH	YEAR
Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	End Date	<input type="text"/>	<input type="text"/>

1.2 Title of proposed progressive lottery

If Progressive Lottery is for fundraising purposes, go to Part 2

If Progressive Lottery is for social entertainment, go to Part 3

Fundraising version - conducted as part social entertainment and part to raise funds for a not-for-profit organisation. A not-for-profit organisation is a body of persons, which is not formed for private gain, and includes charities, social clubs, registered clubs, political parties and trade unions. If conducted for the benefit of a charity, the organiser must also comply with the requirements of the *Charitable Fundraising Act 1991*.

Social entertainment version - conducted as a form of social entertainment. All money invested by participants (subject to deduction for proper expenses) must be applied towards prizes.

PART 2. BENEFITING NON-PROFIT ORGANISATION DETAILS (mandatory for fundraising applicants only) All questions in this section relate to the benefiting organisation

2.1 Organisation's Legal Name

2.2 Trading Name of Proposed Beneficiary (If different to 2.1)

2.3 ACN/ABN (if applicable)

Australian Business Register (www.abr.business.gov.au)

2.4 Existing organisation fundraising authority number (if applicable)

Benefiting Organisation Contact Details

2.5 Business Address

Street	
<input type="text"/>	Suburb/Town
State/Country	Postcode

2.6 Contact Details

Business Telephone No.	Business Fax No.
email Address	
Web Address	

^[1] Start date is the date which the progressive lottery will be first advertised OR printed on entry forms, whichever is the earlier.

PART 3. NOMINATED CONTACT PERSON

For a fundraising progressive lottery, the applicant must be an individual from within the benefiting organisation, or any other individual authorised in writing on behalf of the organisation to conduct the progressive lottery.

For a social entertainment progressive lottery, the applicant must be a director, member of the management committee or an employee of an organisation, or a partner in a partnership or an individual.

3.1 Contact Name

Title	Family Name
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First Name	Other Name
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3.2 Postal Address

Street

	Suburb/Town
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State/Country	Postcode
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3.3 Contact details

Same as benefiting organisation's contact details (2.6)

As supplied below

Daytime Telephone No.	Fax No.
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email Address

3.4 Preferred Contact Method (tick one option)

Postal Mail

email (ensure email has been provided)

3.5 Employer Name (if applicable)

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3.6 Position with Employer

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PART 4. PRIZE DETAILS

The tickets and any advertisement, notice or information in connection with the progressive lottery must provide a clear and unambiguous description of the prizes. Some prizes are prohibited: tobacco products, cosmetic surgery; weapons, firearms and ammunition; money prizes over \$5,000; spending money with travel prizes greater than 20% of the value of the travel prize.

 = Attach Documents

4.1 Prize category^[2]

Tick any of the category boxes that apply (bracketed number refers to check list item):

Travel (9.3) <input type="checkbox"/>	Motor vehicle, machinery, electrical (9.4) <input type="checkbox"/>	Real estate (9.5) <input type="checkbox"/>
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Liquor (Alcohol) (9.6) <input type="checkbox"/>	Money (9.6) <input type="checkbox"/>
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Other (please specify) <input type="text"/>

4.2 Total value of prizes (\$)

<input type="text"/>

Applicants must attach:

-  Full particulars of the prizes to be awarded. This must include the following for each prize to be awarded: Prize description, retail value (\$) and Actual cost prize (\$)
-  Invoice for each prize that describes or specifies the nature of the prize. Each invoice must include: Description of the prize, normal retail value (\$), purchase cost/or a statement that the prize is donated; if any rebate, a statement to that effect and to whom it is to be paid; and be signed by the trader supplying the prize.

PART 5. ENTRY DETAILS

5.1 Method to be used to promote ticket sales

Tick any of the category boxes that apply:

Face-to-face <input type="checkbox"/>	Telephone <input type="checkbox"/>	Mail <input type="checkbox"/>
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Internet <input type="checkbox"/>	Other (please specify) <input type="text"/>
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5.2 Method used to sell tickets.

Tick at least one:

Face-to-face <input type="checkbox"/>	Telephone <input type="checkbox"/>	Mail <input type="checkbox"/>
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Internet ^[3] <input type="checkbox"/>	Other (please specify) <input type="text"/>
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^[2] Sales must be limited to 15% of gross proceeds

PART 5. ENTRY DETAILS

5.3 Last date for determination of results DAY MONTH YEAR

5.4 Time/day for receipt of predictions/forecasts in tipping competition

Applicants must attach:

- A copy of the proposed ticket.
- A copy of any proposed advertising, notice or promotional material that will be communicated to prospective participants. This includes newspaper/magazine advertising, radio/television advertising copy, direct mail letters and website pages.
- A copy of the proposed terms and conditions of entry, which will be communicated to prospective participants. The terms and conditions of entry must include the method by which persons enter and how the winners are decided.

PART 6. DRAW DETAILS

6.1 Event that determines the winner?

6.2 Date/time of draw eg. each Friday, 6pm

6.3 Time of draw (am/pm)

6.4 Place of draw^[4]

Venue location

Building Name	Street
<input type="text"/>	<input type="text"/>
<input type="text"/>	Suburb/Town
<input type="text"/>	<input type="text"/>
State/Country	Postcode
<input type="text"/>	<input type="text"/>

6.5 Method of notifying winners

6.6 Winners published in which newspaper

6.7 Date of publication DAY MONTH YEAR

PART 7. FINANCIAL INFORMATION

7.1 Estimate of % of tickets to be sold on internet

7.2 Number of tickets to be sold

7.3 Cost of each ticket (\$)

7.4 Estimated gross income (\$)

7.5 Estimated expense (\$)

Fundraising progressive lottery applicants must attach:

- A financial budget showing:
 - anticipated income from ticket sales
 - estimated expenses* (tickets, rent, prizes, advertising, etc.)
 - net profit after deducting expenses.

^[4] Draw must be conducted in Australia

PART 8. NOMINATED CONTACT PERSON'S DECLARATION

To be completed by the person identified in Part 3 of this application

- 8.1** I declare that I am 18 years or older and I am authorised to make this application on behalf of the benefiting organisation.
- 8.2** I declare that the contents of this application including any attachments are true, correct and complete.
- 8.3** I acknowledge that under section 307A of the *Crimes Act 1900* it is an offence to provide false, misleading or deficient information in this application.
- 8.4** I acknowledge that failure to provide all required information may result in refusal of the application.
- 8.5** 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.
- 8.6** I acknowledge that the NSW Department of the Arts, Sport and Recreation is collecting personal information to enable processing of the application. I also understand that this agency will use the information for its intended purpose only, store the information securely, and allow me to access and update the information. I also acknowledge that this agency, when processing this application, may need to disclose personal information to other Government agencies.
- 8.7** I understand that no personal information in this application will be recorded on a public register.
- 8.8** I declare I will personally conduct, or ensure that the art union is conducted, in accordance with the information in this application, the *Lotteries and Art Unions Act 1901*, the *Lotteries and Art Unions Regulation 2002*, and the conditions attached to the permit (if granted).

Signature of nominated contact person

Date

NEED MORE INFORMATION?

Obtain the Progressive Lotteries fact sheet from www.olgr.nsw.gov.au, or call (02) 9995 0666

PART 9. CHECK LIST

9.1 Specimen ticket

Have you included a specimen ticket.

9.2 Prize list and invoices

Have you attached to the application a list showing full particulars of each prize? Have you attached to the application an invoice for each prize that describes or specifies the nature of the prize? Each invoice must contain:

- a description or specification of the prize
- the normal retail value
- the purchase cost/or a statement that the prize is donated
- if any rebate, a statement to that effect and to whom it is to be paid
- and be signed by the trader supplying the prize.

9.3 Travel prizes

Have you communicated the following information to prospective participants via the terms and conditions of entry, and included this information with your application?

- value of the prizes
- number of people able to take the travel prize destination
- class of airfare: first, business or economy class
- level of accommodation: eg. four star and name, location of hotel
- whether meals are included
- whether transfers are included
- whether other transport is included
- whether travel insurance is included
- whether airport departure tax is included
- spending money, if any (limited to 20% of value of travel prize)
- restrictions including – duration of travel prize, when travel prize must be taken (validity, non-peak periods, availability).

9.4 Motor vehicle, machinery and electrical appliance prizes

Have you communicated the following information to prospective participants via the terms and conditions of entry, and included this information with your application?

- value of prizes
- make
- model
- accessories
- restrictions
- whether motor vehicle insurance is included (road vehicles only)

- whether registration and on-road costs included (road vehicles only)

9.5 Real estate prizes

Have you communicated the following information to prospective participants via the terms and conditions of entry and included this information with your application?

- valuation
- type of dwelling
- location (lot number etc)
- what is included - eg. furniture
- property restrictions.

Have you included with your application the following information?

- independent written valuation by a licensed valuer
- details of any covenants, easements, etc., affecting the title to the land
- a statement that all legal expenses, stamp duty, fees, etc., are to be met from the funds of the art union.

The following additional information must be submitted where the prize is a house:

- pro forma invoices for any furnishings, fittings, etc., not included in the valuation, setting out both the normal retail value and the actual net cost
- a building certificate under the *Environmental Planning and Assessment Act 1979*
- a certificate under section 131(a) of the *Home Building Act 1989*

Where the house is not complete at the time approval is sought:

- plans and specifications of the house and any other improvements.
- copy of the contract with the builder.
- note 1: the house and any other improvements must be completed not less than 4 weeks before the draw to enable an inspection to be carried out, if necessary.
- note 2: a permit may be granted for the conduct of the progressive lottery, but no tickets are to be sold until a Certificate of Title, showing full and unencumbered title is held in the name of the organiser, has been produced and approval has been given for the sale of the tickets.

PART 9. CHECK LIST

9.6 Prohibited prizes

Have you ensured that:

- the total quantity of liquor prizes does not exceed 20 litres
- the total value of cash (money) prizes does exceed \$5,000
- the total value of spending money as part of tour or journey does not exceed 20% of the total value of the travel prize
- there are no tobacco product prizes
- there are no cosmetic surgery prizes
- there are no weapons, firearms and ammunition as prizes.

9.7 Information to be provided to participants

Have you included a copy of any proposed advertising, notice or promotional material that will be communicated to prospective participants?

Does the information provided to participants include the following (it is sufficient for this to be printed on the ticket):

- the rules under which persons may participate
- the price to be paid for the right to participate
- if the lottery is conducted for a not-for-profit organisation, the name of that organisation
- the closing date for the receipt of entries
- in the case of a tipping competition, the closing dates and times for the receipt of predictions
- the name and address of the organiser.

Have you formulated rules under which a person may participate?

Do the rules make provision for the following matters:

- the conditions of entry (including the minimum age of participants)
- the charge to be made for participating in the lottery
- the manner in which any prizes are to be calculated, determined and awarded
- the manner in which participants are required to enter and participate in the lottery
- the closing date and time for receipt of entries in the lottery
- in the case of a tipping competition, the closing dates and times for receipt of predictions
- the place, time and date of the draw or draws or, in the case of a tipping competition, of the determination of the result or results
- the method for claiming prizes (including the course of action to be adopted in the case of unclaimed prizes)
- the manner in which prize winners are to be notified
- in the case of a tipping competition, details of what is to happen if 2 or more persons accumulate the highest number of points
- the manner in which disputes concerning the conduct of a lottery or the claiming of a prize are to be resolved.

9.8 Financial

Have you included a financial budget (where a progressive lottery is to be conducted for the purpose of raising funds for a not-for-profit organisation)?

The budget must include:

- estimated expenses (tickets, rent, prizes, advertising, etc.)
- anticipated gross income from ticket sales
- the net profit after deducting expenses.