

Trade promotion lottery – application form

Information for applicants

1. We recommend you apply online through **www.licence.nsw.gov.au**. By applying online you receive a faster, cheaper service.
2. Credit card payments will only be accepted online. There is no need to complete this form if lodging online through **www.licence.nsw.gov.au**
3. This application form is for a trade promotion lottery that promotes goods or services supplied by a trade or business and where an element of chance determines the award of a prize. A permit is not required if the winner is adjudged against set criteria.
4. If you need to make any changes to this competition once the permit has been granted, do not use this form. Please use amendment form CG600 instead. A processing fee of \$100 will apply for each amendment form processed.
5. Complete all applicable questions. If information is missing, we can ask you to supply the required information and/or documents to support the application. Failure to supply information can delay a decision on the application.
NOTE: Approvals can take up to 25 working days for applications using this form. Processing times are shorter for applications lodged through **www.licence.nsw.gov.au**.
6. If you need more information about applying for a trade promotion lottery permit, go to **www.liquorandgaming.justice.nsw.gov.au**
7. If you need help in completing the application form, call (02) 9995 0666 or email lottery.inquiries@olgr.nsw.gov.au
8. Lodge this application form and any supporting documents by post to:
Liquor & Gaming NSW, GPO Box 7060, Sydney NSW 2001

Office use only		CG100
By	<input type="radio"/> mail <input type="radio"/> OTC	
Date lodged	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Amount paid \$	<input type="text"/>	
GLS receipt no	<input type="text"/>	
Application number	<input type="text"/>	
Finalised by	<input type="text"/>	
Date finalised	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Permit number	<input type="text"/>	

Trade promotion lottery – application form

Part A Lottery type and class

Important note:

A single lottery permit applies where there is one draw or multiple draws but only one promotion during the life of the permit.

A multiple lottery permit applies where there are many promotions during the life of the permit – this was previously called a blanket or ‘all lotteries’ permit.

Select a lottery promotion type and a corresponding lottery class

Lottery promotion type	Lottery class
<input type="radio"/> Single lottery	<input type="radio"/> under \$10,001 prize value
	<input type="radio"/> \$10,001 to \$50,000 prize value
	<input type="radio"/> \$50,001 to \$100,000 prize value
	<input type="radio"/> \$100,001 to \$200,000 prize value
	<input type="radio"/> over \$200,000 prize value
<input type="radio"/> Multiple lottery	<input type="radio"/> Class B: Any one prize cannot exceed \$250 and the total value of the prizes is capped at \$50,000
	<input type="radio"/> Class C: Any one prize cannot exceed \$1,000 and the total value of the prizes is capped at \$100,000

Trade promotion lottery – application form

Part B

Applicant – organisation details

Tell us about the organisation that your lottery will benefit – the ‘benefiting organisation’.
It must be a trade or business

Organisation’s legal name

Trading name of proposed beneficiary (if different to legal name)

ABN

Phone (daytime)

Phone (mobile)

Fax

Email address

Web address

Business address

Street no.

Street name

Town/city

State

Postcode

Postal address (if different to business address)

Street no.

Street name

Town/city

State

Postcode

Contact person

Tell us about the main contact person in the benefiting organisation. The contact person must be an employee of the organisation. We will liaise with this person if we have queries about the application, and we will send all official correspondence to this person – unless an authorised agent (i.e. a separate party) is lodging the application on behalf of the benefiting organisation.

Title

Surname

Given name

Middle name

Phone (daytime)

Phone (mobile)

Fax

Email address

Trade promotion lottery – application form

Part C

Authorised agent – organisation details

Tell us about the organisation authorised to lodge this application on behalf of the benefiting organisation, where applicable. If there is no authorised agent for your application, leave this part blank.

Organisation's legal name

ABN

ACN

Phone (daytime)

Phone (mobile)

Fax

Email address

Web address

Business address

Street no.

Street name

Town/city

State

Postcode

Postal address (if different to business address)

Street no.

Street name

Town/city

State

Postcode

Contact person

Tell us about the main contact person for the authorised agent, where applicable. We will liaise with this person if we have queries about the application, and we will send all official correspondence to this person.

Title

Surname

Given name

Middle name

Phone (daytime)

Phone (mobile)

Fax

Email address

Trade promotion lottery – application form

Part D

Draw venue

If you ticked the single lottery box in Part A, tell us where your lottery will be drawn. The draw must be conducted in Australia.

Building name

Street no.

Street name

Town/city

State

Postcode

Part E

Lottery details

If you ticked the single lottery box in Part A, tell us where your lottery will be drawn. The draw must be conducted in Australia.

Lottery name

Lottery start date (dd mm yyyy)

Lottery end date¹ (dd mm yyyy)

1. Write the date on which the winner(s) will be announced or published – this must be a date after the final draw (or, where applicable, after the second chance draw)

Part F

Prize details

Prize category (tick any of the category boxes that apply.)

travel

motor vehicle

event

machinery, electrical

real estate

money²

liquor/alcohol² (max 20L)

other (please specify)² _____

Total value of prizes in NSW (\$)

Total number of individual prizes in lottery

Applicants must attach:

Full particulars of the prizes to be awarded. For each prize, supply the prize description, prize quantity, and retail value (\$).

2. Some prize types are prohibited or limited. See the section “Prohibited prizes” in the Trade Promotions Lotteries fact sheet, available at www.liquorandgaming.justice.nsw.gov.au

Trade promotion lottery – application form

Part G

Prize details

Tell us if your lottery has these attributes. (tick all that apply)

- Entry via a 1900 premium call service If Yes, specify all telephone numbers: _____
- Entry via a SMS/MMS facility If Yes, specify all telephone numbers: _____
- A link with gaming machines³
- A link with a charity or not-for-profit organisation
- A link with the Olympic movement or an Olympic theme

If your lottery has any of these attributes, please read the Trade Promotion Lottery – Special Processing fact sheet for special requirements

3. The *Gaming Machines Act 2001* restricts prizes associated with competitions involving gaming machines. No cash prizes, or prizes redeemable for cash can be awarded, and prizes are limited to \$1,000 in value.

Part H

Draw details (how prize-winners will be selected and the draw scrutinised)

Selection of prize winners. (tick all that apply)

- barrel draw spinning wheel nominated caller
- instant win computer generated selection random selection of telephone calls
- single draw for one prize single draw for all prizes minor prize draws only
- minor prize draws prior to draw for major prizes
- predetermined, scratch, break-open or bingo style competition
- other (please specify) _____

Trade promotion lottery – application form

Scrutiny of the draw – mandatory except for an instant win lottery (tick one box only)

The draw and the announcement of the winner(s) must be scrutinised by an independent person if the total value of prizes is \$10,001 or more. The independent person must not be involved with the management, conduct or promotion of the lottery, and must not be a director, partner, employee, contractor, etc of the applicant organisation. These requirements also apply to second chance draws.

We can waive this requirement on hardship grounds.

- total value of prizes is \$10,000 or less – requirements do not apply
- total value of prizes is \$10,001 or more – requirements do not apply because winners will be decided through: predetermined; instant win; scratch; break open; or bingo style lottery game of chance
- total value of prizes is \$10,001 or more – an independent person will scrutinise the draw(s)
- total value of prizes is \$10,001 or more – request approval for a non-independent person to scrutinise the draw(s) on hardship grounds.⁴

Date of draw (dd mm yyyy)

Time of draw (am/pm format)

Date prize-winners announced (dd mm yyyy)

Method for notifying prize-winners

4. You must give reasons if you seek approval for a non-independent scrutineer of the draw. Your request should explain why our requirement would be onerous, and what alternative safeguards you will put in place.

Part I

Other information we need

Attach:

- A proposed entry form, ticket or coupon
- A proposed advertisement, notice or information that will be communicated to potential entrants – this includes advertising copy, direct mail letters, website page mock-ups, etc
- The proposed terms and conditions of entry you will make available to entrants. The terms and conditions of entry must contain information about how to enter the lottery, the prize details, and how winners will be decided.

Trade promotion lottery – application form

Part J Fee structure

The application fee must accompany the application. See table below.

The total value of the prizes to be awarded in NSW determines the fee payable. Where the trade promotion lottery is to be conducted nationally, the total value of prizes in NSW is the total value of prizes for the trade promotion lottery, except where there are specific prizes for other states/territories.

Applications lodged on www.licence.nsw.gov.au receive a discounted fee structure. There is no need to complete this form if lodging online.

This application fee is GST-exempt. We can issue a receipt, but not a tax invoice, for the payment.

Prize value in NSW		Fee (for applications not made through www.licence.nsw.gov.au)
Single lottery	Multiple lottery	
\$10,000 or less	–	\$138
\$10,001 to \$50,000	Class B	\$385
\$50,001 to \$100,000	Class C	\$660
\$100,001 to \$200,000	–	\$1,232
\$200,001 or more	–	\$2,400

Total value of prizes in NSW (same as in Part F)

Application fee payable

Part K Payment

If you ticked the single lottery box in Part A, tell us where your lottery will be drawn. The draw must be conducted in Australia.

Pay the appropriate fee by:

Cheque (payable to 'Liquor & Gaming NSW')
 Cash
 Money order

Cheque drawer's name

Payment amount \$

Note: If you wish to pay for this application by credit card, you must apply online through www.licence.nsw.gov.au. A discount is provided for applications made online.

Trade promotion lottery – application form

Part L

Applicant's Declaration

- To be completed by the contact person named in Part B (if no authorised agent is involved) or Part C (if an authorised agent is involved)
- I declare that I am 18 years or older and I am authorised to make this application on behalf of the trade or business.
- I declare that the contents of this application including any attachments are true, correct and complete.
- 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.
- I acknowledge that failure to provide all required information may result in 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*.
- I acknowledge that the Liquor & Gaming NSW is collecting personal information on behalf of Independent Liquor and Gaming Authority 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 disclose personal information to other Government agencies.
- I understand that no personal information in this application will be recorded on a public register.
- I acknowledge that a permit, if granted, will be issued according to information in this application, the *Lotteries and Art Union Act 1901* and the permit conditions.
- I acknowledge that a permit, if granted, will require the terms and conditions and any published material to show the permit number in the format "NSW Permit No LTP yy/nnnnn".
- I acknowledge that failure to disclose the permit number may result in the lottery being unlawful under section 3 of the *Lotteries and Art Union Act 1901*.

Signature of nominated contact person

	Date
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Need more information?

Obtain the Trade Promotion Lotteries fact sheets from www.liquorandgaming.justice.nsw.gov.au or call (02) 9995 0666

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