



Victorian Commission
for Gambling Regulation

Bingo



Notification of intention to conduct bingo sessions

Send notification to:

Victorian Commission for Gambling Regulation
PO Box 1988
MELBOURNE VIC 3001

Or

Lodge in person at:

Level 5, 35 Spring Street
MELBOURNE VIC 3000

Or

Email to:

Minor.Gaming@vcgr.vic.gov.au

For enquiries contact:

Telephone: (03) 9651 3630
Email: Minor.Gaming@vcgr.vic.gov.au
Internet: www.vcgr.vic.gov.au

IMPORTANT INFORMATION

The conduct of bingo is regulated by the *Gambling Regulation Act* 2003 and relevant Regulations (referred to hereafter as 'the Act' and as 'the Regulations').

A Bingo Booklet which contains information about bingo and the rules (or conditions) that apply to this activity is available at www.vcgr.vic.gov.au under Publications. Alternatively, you can contact the Minor Gaming Unit on (03) 9651 3630 or by email at minor.gaming@vcgr.vic.gov.au to arrange to have information sent to you.

Is a fee payable?

There is **no** fee payable for a community or charitable organisation to notify the intention to conduct bingo sessions.

Directions for Completion

- Ensure that you type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply to you or if there are no details to disclose in response to a particular question, state N/A in response.
- If the space available is insufficient, please supply the required information on an attachment page (see back of this form). Begin each answer with the title and reference of that question.
- ANY QUESTION NOT ANSWERED OR LEFT BLANK WILL RESULT IN THIS FORM BEING RETURNED.

Notifying Intention to Conduct Bingo Sessions:

An organisation may not conduct bingo until it has been declared by the VCGR to be a community or charitable organisation.

An organisation may apply to be declared at the same time as this notification form is submitted.

If your organisation is already declared as a community or charitable organisation, you must lodge this notification form at least 7 days before it is intended to commence conducting bingo sessions. Also, you must tell us about any changes to the Constitution or Statement of Purposes which have occurred since the organisation was declared.

If your organisation has **not** been declared, you will also need to complete an '*Application for Declaration as a Community or Charitable Organisation*' form and send it to the VCGR for assessment at least 28 calendar days (4 weeks) before the intended commencement date of the bingo sessions.

The Information Sheet for Declaration as a Community or Charitable Organisation is available on our website at www.vcgr.vic.gov.au. Alternatively, you can contact the Minor Gaming Unit on (03) 9651 3630 or by email at minor.gaming@vcgr.vic.gov.au and ask for a copy to be sent to you.

Nominee

As part of this notification, the organisation must nominate a person over 18 years of age to act as its nominee. The Nominee is responsible for ensuring that bingo sessions are conducted in accordance with the Rules of Bingo in all respects as if it were the community or charitable organisation.

Where the organisation has entered into an agreement with a bingo centre operator bingo for the operator to conduct bingo on its behalf, the Nominee of the operator will act as the Nominee of the community or charitable organisation.

If the Nominee resigns, is dismissed, or leaves the organisation:

- the organisation must nominate another natural person within 7 days (or any longer period allowed by the Commission in a particular case) after the resignation, dismissal or leaving; and
- the directors of the organisation or the members of the managing committee of the organisation (as the case may be) are severally liable under this Act as the organisation in relation to the conduct of sessions of bingo until such time as another person is nominated by the organisation.

False or Misleading Information

It is an offence under the Act to give information that is false or misleading. If you give false or misleading information, your notification may be refused and/or you may be prosecuted and fined up to 60 penalty units. The current value of a penalty unit can be obtained at www.vcgr.vic.gov.au

Privacy Policy

Personal information supplied by in this form is collected, used and stored in accordance with the *Information Privacy Act* 2000. In accordance with the VCGR's privacy policy and relevant laws, you may be able to gain access to any personal or health information held about you by the VCGR. A full copy of the VCGR's privacy policy can be obtained from its website at www.vcgr.vic.gov.au. Alternatively, you can ask that a copy of the relevant privacy policy be sent to you by contacting the Privacy Project Manager on (03) 9651 3333 or by email at VCGR.Contact@vcgr.vic.gov.au.

STRICTLY CONFIDENTIALY
OFFICE USE ONLY**Notification of intention to
conduct bingo sessions**

Date/...../.....

File No: /

Org. No:

.....
*Full name of the community or charitable organisation*Please tick ☒ appropriate box:☐ **has been declared** as a community or charitable organisation (Declaration Number:)If the organisation has been previously declared as a community or charitable organisation, has there been any change in its constitution or statement of purposes since that time? YES ☐ NO ☐If **YES**, has advice of the change/s been lodged with this notification form? YES ☐

or

☐ **seeks to be declared** as a community or charitable organisation

If the organisation has not been previously declared as a community or charitable organisation, a completed application form to obtain the declaration must also be enclosed.

Is an application form to obtain the declaration attached? YES ☐**Section 1: Nomination by Community or Charitable Organisation****To be completed by a member of the board of directors/committee of management other than the nominee.**

On behalf of the Board of Directors/Committee of Management of:

.....
Full name of the community or charitable organisation

I, the undersigned:

- (a) give notice of intention to conduct bingo sessions; and,
- (b) nominate the person shown in Section 2 of this form as the nominee, and
- (c) declare that the contents of this notice are true and correct

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Title

First name

Second name/s

Surname

--	--	--

Street

City/Town/Suburb

Postcode

()		
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Daytime phone number

Mobile phone number

Position held in organisation

Signature:

Date: / /

Signature of Witness*:

Name of Witness:

* Any adult can be a witness

STRICTLY CONFIDENTIAL**Section 2: Details of Proposed Nominee**

Nominee's personal particulars: Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

.....
First Name

.....
Middle Name(s)

.....
Surname

Date of Birth: / /

Residential address:

Street number and name:

City / Town / Suburb: Postcode:

Postal address: (if same as residential address, write "as above")

Street number and name:

City / Town / Suburb: Postcode:

Contact details:

Telephone number: Mobile number:

Email: Fax number:

Identification required with this notification: You must provide a photocopy of ONE of the following:

Driver's Licence ☐ Birth Certificate ☐ Passport ☐

Section 3: Details of Proposed Bingo Sessions**Premises where bingo sessions will be conducted:**

Venue name:

Venue address:

Session Details:

The proposed date of the first session is: / /

(1) Day of week: Frequency¹:

Start time: AM / PM Finish time: AM / PM

Number of bingo games to be played in this session (*cannot exceed 30*):

(2) Day of week: Frequency²:

Start time: AM / PM Finish time: AM / PM

Number of bingo games to be played in this session (*cannot exceed 30*):

If space is insufficient provide additional details on an attachment page.

Have further details been provided on an attachment page?

YES ☐ NO ☐

¹ Weekly / fortnightly / monthly / once off

² Weekly / fortnightly / monthly / once off

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Rules of Bingo:

Please tick the relevant box below to notify which of the approved Rules of Bingo will be played (Note: Refer to the VCGR's website for details of the approved rules) –

☐ Standard Rules

OR

☐ Other Version (Please provide details below):

.....

.....

.....

.....

Section 4: Community or Charitable Organisation's Banking Details

..... Full name of account Financial institution
..... Branch Account number

Section 5: Consent and Declaration of Nominee

I consent to my nomination to act as nominee to conduct bingo sessions on behalf of the community or charitable organisation named in this notification and declare that:

- (a) I acknowledge that I am personally responsible for the conduct of sessions of bingo and will ensure that it is conducted in accordance with the *Gambling Regulation Act 2003* and relevant Regulations, and
- (b) All statements contained in or accompanying this notice are true and correct.

Signature of nominee*: Date:/...../.....

Signature of witness**:

Name of witness:

* Signature of nominee of community or charitable organisation or of bingo centre operator' nominee (if licensee is not a natural person

** Any adult can be a witness

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ATTACHMENT PAGE

NOTE:

This attachment page is provided for additional information that requires more space than that provided in the original question. Precede your entry with the question number and title to which the additional information relates.

Please copy if additional attachment pages are required.

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

Have you used an additional attachment page to provide any further information?

YES ☐ NO ☐

Notification of intention to conduct bingo sessions

CHECKLIST

- ☐ The notification is by an organisation that:
 - (a) has been declared by the VCGR as a community or charitable organisation; or
 - (b) has applied to the VCGR for declaration as a community or charitable organisation

- ☐ The community or charitable organisation has been declared as such and there has been a change in its Constitution or Statement of Purposes since that time AND advice of any change has been lodged with this notification

- ☐ Section 1: Nomination by Community or Charitable Organisation has been completed;

- ☐ Section 2 Details of Nominee has been completed AND a photocopy of appropriate identification has been provided;

- ☐ Section 3 Details of Proposed Bingo Sessions has been completed

- ☐ Section 4 Community or Charitable Organisation's Banking Details has been completed

- ☐ Section 5 The nominated person has signed and dated the Consent and Declaration before a witness