

APPLICATION FOR PERMIT TO CONDUCT A RAFFLE

If insufficient space is available for responses please attach additional information

Information for Applicants

- a) This application must be completed in accordance with the 'Information and Conditions' available on the Commission's website.
- b) Approval of this Housie Permit is conditional upon the information submitted in and with the application.
- c) Complete all relevant sections of the form. Any omissions may result in your application being delayed or returned.
- d) Attach a copy of the Rules, the Terms and Conditions and the Game Schedule.
- e) You must allow 7 business days for the processing of a correctly submitted application.
- f) You may lodge your application by email lotteries@act.gov.au
- g) Fees are payable and the fee structure is available on the Commission's website.

Details of Organisation (Promoter)

Name of Promoter (enter text)

ABN/CAN (enter text)

Business Address (enter text)

Postal Address (enter text)

Telephone (enter text)

Fax (enter text)

Email (enter text)

Details of Agent (acting on behalf of the Promoter)

(Attach a letter from the organisation authorising the agent to obtain this Housie Permit)

Name of Agent (enter text)

ABN/CAN (enter text)

Business Address (enter text)

Postal Address (enter text)

Telephone (enter text)

Fax (enter text)

Email (enter text)

Notification Details

Email address for issue of permit (enter text)

LOTTERIES ACT 1964Form made pursuant to s 53D of *Gambling and Racing Control Act 1999***Key Dates and Information**

Date of first session (enter text)

Date of last session (max 2 months after first session) (enter text)

Total Prize Value (all sessions) (enter text) \$

Address where Housie will be conducted (enter text)

Details of Beneficiary*Attach a letter of authority from beneficiary if the organisation is not also the beneficiary*

Beneficiary of the housie (enter text)

Declaration – To be completed by authorised representative of applicant.

I (print or type full name of representative)

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

do hereby declare that I have read and agree to abide by the conditions set out in the Housie 'Information and Conditions' sheet issued by the ACT Gambling and Racing Commission and the information on this application form and the accompanying documentation is true and correct.

Signed:

Position (print or type position held with licensee):

Date:

Important Information

1. You must allow 7 business days for the processing of a correctly lodged application.
2. A receipt will be issued on request but not an invoice.
3. If an application is withdrawn prior to its assessment the submitted fee will be refunded less an administration fee.
4. If an application is rejected or withdrawn after commencement of its assessment the fee will not be refunded.

Checklist

Please ensure your application is accompanied by the following:

- Where necessary, a letter of authority authorising the agent to apply for a permit on behalf of the promoter;
- The rules, the game schedule and the terms and conditions of entry which are in accordance with the "Information and Conditions" sheet available on the Commission's website; and

Please ensure that:

- You have completed all parts of the application form, including the Housie Game Schedule;
- You have signed the application form in the correct place;

Lodgement and payment methodsThis form should be lodged via email to lotteries@act.gov.au**You will be contacted for payment once your application has been received.**

Please note that the licence fee is GST exempt.

