

# Application for Local Authority Gambling Consent

## - Class 4 Gambling and TAB Venues

This application for consent is made in accordance with the Queenstown Lakes District Council Class 4 Gambling and TAB Venue Policy 2024, section 99 of the Gambling Act 2003, and section 95 of the Racing Industry Act 2020.

Under the Gambling Act 2003, applicants for Class 4 electronic gaming ('pokies') venue licences must have the consent of the territorial authority in which the venue is, or will be, located.

Similarly, under the Racing Industry Act 2020, applicants for stand-alone Totalisator Agency Board (TAB) venues must have consent of the territorial authority in which the venue is to be located.

In order to sufficiently assess the gambling proposal, all questions in this form must be completed, all attachments must be provided as per the checklist at part 8 of this application, and the \$500 application fee paid in full.

### Notes:

- Use this form to apply to establish a new gaming venue, to increase the number of electronic gaming machines at an existing venue, to relocate electronic gaming machines from one venue to a new venue, for a venue where no class 4 gambling has occurred for the past six months, and for new stand-alone TAB venues seeking to establish.

## 1 APPLICATION TYPE

<b>1.a</b>	<b>Application for</b> <i>Please select one as appropriate</i>	New Class 4 Venue  Increase of machines at a venue  Relocation of existing machines to a new venue  For a Venue Where No Class 4 Gaming Has Occurred For The Past Six Months  New Stand-alone TAB Venue
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## 2 NEW VENUE DETAILS

<b>2.a</b>	<b>Trading name of premises where gaming machines or the TAB will be located</b> <i>If changing, state both names</i>	
<b>2.b</b>	<b>Physical address</b> <i>Location of venue</i>	
<b>2.c</b>	<b>Principal purpose of venue</b> <i>Describe the principal purpose of the venue (e.g. sale of alcohol).</i>	

2.d	<b>Physical layout of venue</b>  <i>The gaming area must be physically separated from the remainder of the venue. Describe how this is/will be achieved, and provide supporting materials (e.g. floor plan, photographs) with the application.</i>	
2.e	<b>Number of existing machines at venue</b> <i>(if any)</i>	
2.f	<b>Proposed total number of machines</b>  <i>Note: Venues licensed after 17 October 2001 may apply for up to 9 electronic gaming machines. Venues first licensed before this date may apply for up to 18 electronic gaming machines.</i>	
2.g	<b>Provide the names of those who will be managing the venue</b>	

### 3 RELOCATION OF EXISTING MACHINES TO A NEW VENUE

3.a	<b>Reason for relocation including what venue the machines are moving from, and what venue the machines are moving to</b>	
3.b	<b>How many machines were located in the previous venue</b>	
3.c	<b>How many machines are being relocated to the new venue</b>	
3.d	<b>Principal purpose of the new venue</b>  <i>Describe the principal purpose of the venue (e.g. sale of alcohol, or racing activities).</i>	

**4 ALCOHOL LICENCE DETAILS**

<b>4.a</b>	<b>On-licence number</b> (E.g. 68/ON/1234/2024)	
<b>4.b</b>	<b>Expiry date</b>	

**5 APPLICANT DETAILS**

*The applicant is the Trust, private company, or entity that will be receiving the proceeds from the gaming machines.*

<b>5.a</b>	<b>Full legal name of applicant</b>	
<b>5.b</b>	<b>Postal address</b>	

**6 CONTACT PERSON FOR APPLICATION**

<b>6.a</b>	<b>Full name</b>	
<b>6.b</b>	<b>Position / role</b>	
<b>6.c</b>	<b>Phone number</b>	
<b>6.d</b>	<b>Email</b>	
<b>6.e</b>	<b>Postal address</b>	

**7 LOCALITY**

<b>7.a</b>	<p><b>List number and type of all ‘sensitive sites’ within 50m of the premises</b></p> <p><i>Sensitive sites include schools, childcare centres, places of worship or other community facilities. Applicants are required to demonstrate that the proposed venue will not adversely impact on such institutions. It is not sufficient to merely state that there will be no adverse impacts. The applicant must specify the reasons why there will be no adverse impacts, or suggest mitigating action where there may be an adverse impact.</i></p>	
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<b>7.b</b>	<b>List the number and type of all gambling venues within 50m of the proposed venue</b>	
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## 8 SUPPORTING DOCUMENTS CHECKLIST

Copies of the following documents must be included for all applications:

- Gambling Harm Minimisation Policy
- Staff Training Programme
- Gambling Host Responsibility Policy
- Locality map showing locations of other gambling venues, childcare facilities, schools, places of worship, and community facilities all within 50 metres of the proposed premises.
- A scale floor plan of the entire premises including detailing the proposed gaming area with area size and machine setup.
- Photo of the exterior of the premises, and proposed gaming area.
- Landowner approval indicating they are aware their building will be used for gambling purposes.
- Copy of the premises alcohol licence.

## 9 DECLARATION

- I confirm that, at the time of writing, all information provided is true and correct to the best of my knowledge.
- I confirm that I have read and understood the Queenstown Lakes District Class 4 Gambling and TAB Venue Policy 2024.

<b>9.1</b>	<b>Full name</b>	
<b>9.2</b>	<b>Date</b>	
<b>9.3</b>	<b>Signature</b>	

## 10 SUBMITTING THE APPLICATION

The application can be submitted over the counter at any QLDC office, or via email to [alcoholinspectors@qldc.govt.nz](mailto:alcoholinspectors@qldc.govt.nz).

Alternatively, to apply by post, please send the completed application together with all supporting documents to the following address:

Queenstown Lakes District Council  
Attn: Alcohol Licensing Team  
Private Bag 50072  
Queenstown 9348

## 11 PAYMENT

Applications cost \$500.00 (inc. GST) and will not be processed until full payment is received.

Payment can be made as follows:

- **In person.** Visit any QLDC office to pay at the counter (listed at bottom of form).
- **Over the phone.** Call our customer service team on 03 441 0499.
- **By bank transfer.** Account number for payment is 02 0948 0002000 00.
- **Via the [QLDC website](#).** After lodgement, you will be emailed an Application Reference to use for the payment.

Use the Application Reference (if known) or “Gambling” and the premises name as a reference for the payment.

**Please note:** Payments by credit card incur an additional 1.5% fee.

## 12 FURTHER INFORMATION

For more information, please read the [Class 4 Gambling and TAB Venue Policy 2024](#) on the QLDC website (under the Regulatory tab), or contact:

**Phone:** 03 441 0499 (Queenstown)

03 443 0024 (Wānaka)

**Email:** [alcoholinspectors@qldc.govt.nz](mailto:alcoholinspectors@qldc.govt.nz)

### QLDC Offices

#### Queenstown

10 Gorge Road  
Queenstown 9300

74 Shotover Street  
Queenstown 9300

#### Wānaka

47 Ardmore Street  
Wānaka 9305

**Opening Hours:** 8.00am – 5.00pm, Monday to Friday (except public holidays).

*Applications are processed by the Alcohol Licensing team, based at the QLDC Shotover Street office.*