

Community Gaming Authority NOTIFICATION FORM CHANGES TO GAMING ACTIVITY

*Community Gaming Act 2018
Community Gaming Regulation 2020*

What is this form used for?

This form is used to notify NSW Fair Trading about any substantial changes to the rules of a gaming activity conducted under an existing Authority.

Substantial change includes (but is not limited to):

- (a) a change to the prizes or the value of the prizes,
 - (b) a change in the date on which prize winners are to be determined or the method for determining prize winners,
 - (c) a change in the details of the authority holder,
 - (d) a significant change in the number of tickets.
1. You cannot use this form to completely replace the rules, change the type of gaming activity or the Authority holder. You will need to complete a new application form for these changes.
 2. You must include a marked-up version of the updated rules containing the changes.
 3. If information is missing, we may ask you to supply further information and/or documents to support the notification form.
 4. You must be aware of, and abide by, your obligations and responsibilities under the *Community Gaming Act 2018*, the *Community Gaming Regulation 2020* and any other relevant Acts and Regulations related to the conduct of their authorised gaming activity.

For further information or help completing this form, call 13 32 20 or email CElottery@customerservice.nsw.gov.au.

Note No fee is payable when lodging this form.

SECTION 1 – Authority Details

Authority Number

Notification NTP Number *If applicable*

SECTION 2 – Amendment Details

Please indicate the type(s) of change to your existing authority:

- ☐ Prize type and/or value
- ☐ Draw date
- ☐ Draw location
- ☐ Method of determining prize winners
- ☐ Authority holder details (please fill out Section 3)
- ☐ Number of tickets sold
- ☐ Other - *Please Specify*

SECTION 3 – Authority Holder Details (if changed)

Part A – Authority Holder

Surname

Given name/s

Trading name *if applicable*

Postal address (including postcode)

Is this a residential address?

☐ Yes

☐ No

Phone

Email

Website *if applicable*

Note Part A is used to change contact details of the authority holder. To apply as a new Authority holder, you must fill out a separate application form.

Part B – Nominated contact person

The nominated contact person is the primary point of contact for this notification.

Surname

Given name/s

Phone

Email

Position within organisation *if applicable*

Postal address (including postcode)

SECTION 4 – Attachments

You must provide updated rules of the gaming activity, outlining all substantial changes.

Note A marked-up copy of the original rules would be acceptable.

SECTION 5 – Declaration

- ☐ I declare that I am 18 years or older and I am authorised to make this notification on behalf of the person or organisation conducting the gaming activity.
- ☐ I declare that all reasonable steps will be taken to ensure that persons proposing to conduct the gaming activity and persons associated with proposed activity are fit and proper.
- ☐ I declare that the contents of this notification including any attachments are true, correct and complete.
- ☐ I acknowledge that failure to provide all required information may result in refusal of the notification.
- ☐ I understand that specific details I have supplied in this notification 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.
- ☐ I acknowledge that NSW Fair Trading is collecting personal information to enable processing of the notification. 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 notification, may need to disclose personal information to other Government agencies.
- ☐ I consent to the use of personal information in this notification for the purposes of maintaining the Community Gaming public register.

Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the *Crimes Act 1900* which may result in penalties including a fine or imprisonment.

Full name_____

Position/Title_____

Signature_____Date_____

This document must not be relied on as legal advice. For more information refer to the relevant Act and Regulation which can be viewed or downloaded from www.legislation.nsw.gov.au.

Privacy Collection Notice

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold person information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. For renewing an application for recognition of your occupation in New South Wales in accordance with the *Community Gaming Act 2018 and the Community Gaming Regulation 2020*
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be renewed. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/update our customer database including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit the [Service NSW](#) website.