

# Class C Annual Regular Series Gaming Licence Application Guide

This guide will provide you with step-by-step instructions on how to complete an application for a Class C gaming event licence using the Gaming Online Service (GOS). Some common errors will be pointed out; however, you are responsible for reading and understanding the Licensed Charitable Gaming Rules for your event before applying.

Applying for a licence and reading through this document should take 15-30 minutes.

Throughout the application process, you'll see clickable 'Help' or 'Question Mark' icons: 

Clicking these symbols will open another window with more information.

The 'Help' icons located at the top right-hand corner of each screen will show you general government help information. The 'Help' icons located within the Online Service pages will give you additional information and/or tips related to the subject matter at hand.

The Licensed Charitable Gaming Rules can be found on the Gaming Policy and Enforcement Branch website at <a href="https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms">https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms</a>.

If you have any questions or need further assistance, please contact the Licensing Division at <a href="mailto:gaming.licensing@gov.bc.ca">gaming.licensing@gov.bc.ca</a> or 250.387.5311 ext. 1.

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### 1. Before you start your online application

Before starting a licence application, familiarize yourself with important, related information, including: organization eligibility; prize restrictions; eligible uses of net gaming proceeds; application processing times and more.

The above information is available on the Gambling Event Fundraising page on the Gaming Policy and Enforcement Branch (GPEB) website (<a href="https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising">https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising</a>).

### Additional notes about completing your online application:

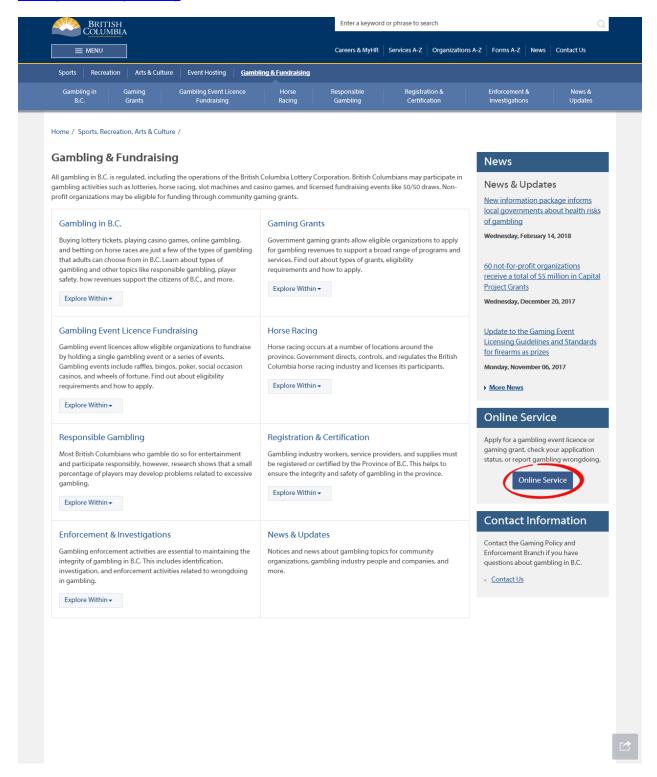
- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time by reviewing the pre-application checklist (see link above).
- Please be aware that you may run into issues if you take longer than 30 minutes to complete your application.
- We recommend applicants use a Windows-based computer with the Google Chrome web browser. Applicants may experience submission problems when using other web browsers such as Internet Explorer or Firefox
- Do not click your web browser back button or refresh button while completing your application.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have limits of 4,000 characters including spaces and punctuation.

#### **Uploading Documents:**

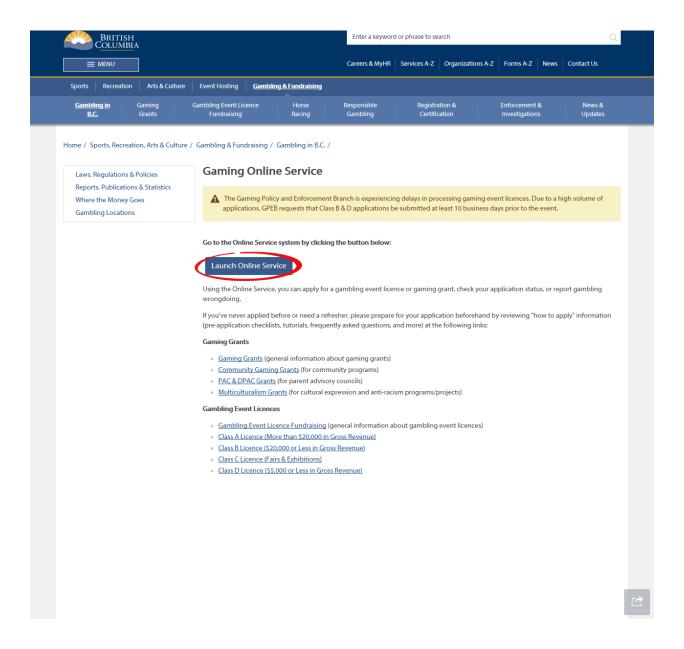
- Make sure that any supporting documents you attach are in one of the following formats:
  - o DOC, DOCX, XLS, XLSX, PDF, JPG
  - Each attachment should have a file extension matching one of the above;
     attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical documents can be made by any of the following methods:
  - Scanning the document using a scanner.
  - o Taking a digital photo of the document and saving it as a JPG file.
  - o Using a PDF scanner app available on most smart phones.

#### 2. Visit the GPEB website and click on the "Online Service" link

You can start a licence application by visiting the GPEB website at www.gov.bc.ca/gambling. Look for and click the "Online Service" link as shown below.



### 3. Click "Launch Online Service" on the Gaming Online Service web page



### 4. Click "Gaming Licences" on the Online Service web page



View Application Status Reports

View Registry Reports

File a Criminal or Regulatory Complaint

#### Resources

- → Pre-Application Information for **Gaming Grants**
- → Pre-Application Information for Gambling Event Licences
- **Business BCeID** Information and Registration
- → Contact Us

Use the left hand navigation bar to start an online application or to select another service option. An overview of the options is provided below. If you have a Business BCeID that has been registered for use with the Gaming Online Service, scroll to the bottom of this page to Additional Services for Organizations with a BCeID.

#### Apply Online

Select one of the links under Apply Online on the left to submit community gaming grant and gaming event licence applications, or to request special approvals (out-of-province travel, capital project, and fair/exhibition). Some types of applications may take a while to complete. Please prepare for your grant or licence application by reviewing the Pre-Application Information for Gaming Grants or the Pre-Application Information for Gambling Event Licences before you start your online application.

#### **View Application Status Reports**

After you submit an application, you can track where it is in the approval process - select View Application Status Reports.

#### View Registry Reports

When you select View Registry Reports, a window will open for you to select one of three current gaming registry reports:

- 1. Personnel Registry lists registered gaming workers in B.C.
- 2. Equipment Registry lists certified gaming equipment and lottery schemes.
- 3. Corporate Registry lists registered companies and senior officials in B.C.

#### File a Complaint

Select File a Criminal or Regulatory Complaint to submit a complaint or allegation of criminal or regulatory wrong-doing in gaming or horse racing in B.C. If you do not wish to file an official complaint under the Gaming Control Act but wish to submit feedback or have a question of a general nature, you can submit the question by sending an e-mail, see Contact Us.

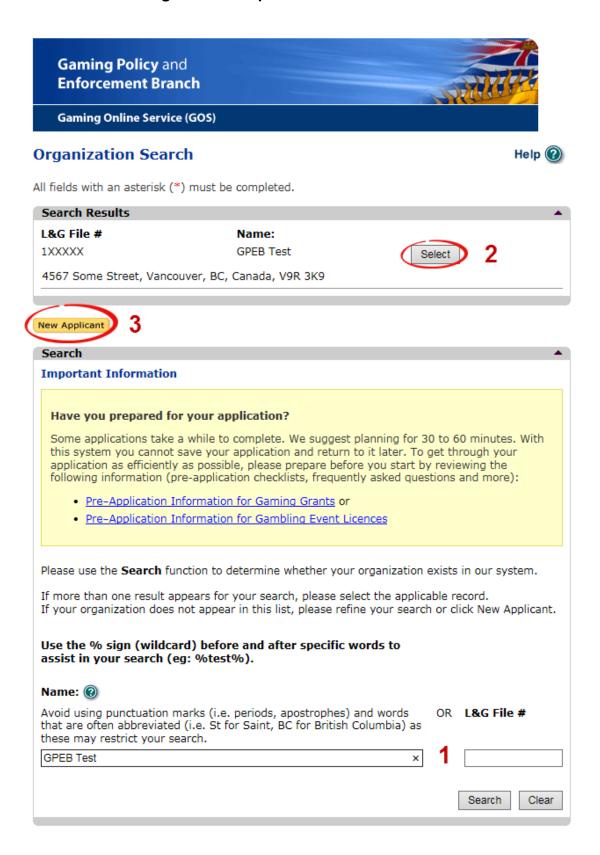
#### Additional Services for Organizations with a BCeID

#### PLEASE NOTE:

The Gaming Online Service no longer supports the use of Business BCeID. Grants and Licensing applicants should not use their BCeID in their online application. You can submit your application without a BCeID here. For reporting questions related to your Gaming Account please contact either Community Gaming Grants or Gaming Policy and Enforcement Licensina.

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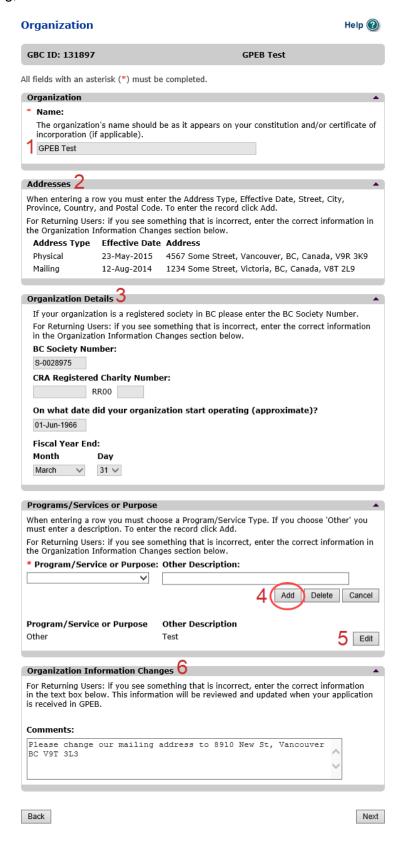
### 5. Search for the organization's profile or create a new one



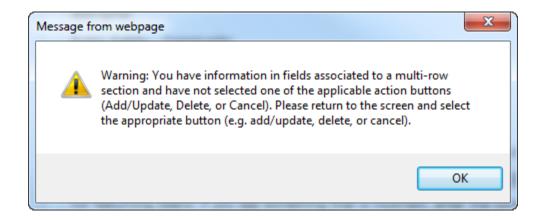
1	Organization Search	If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click the "Search" box.
		**Not all organizations need or will be issued an L&G number.**
		If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click the "Search" box.
2	Select Profile	If the organization's profile appears, click the "Select" box. If you are returning and it doesn't appear, try searching for keywords surrounded by the percent character (%). Clicking the %Rotary Club%
3	New Applicant	If it is the organization's first time applying and nothing appears, click on the yellow "New Applicant" button.  If a profile appears, the name is in use. You will need to use a name unique to the organization.

### 6. Enter the organization's details

If you are returning, ensure that the information is correct and click "Next".



1	Organization Name	Enter the name of the organization. The name used must be the organization's legal name as it appears on the organization's Constitution or be unique to the organization if not incorporated.
2	Organization Address	Select "Physical" or "Mailing" from the address type menu and enter the organization's address information. You must add at least one address. Manually enter the date the organization started using this address or click the calendar icon to select a date. Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
3	Organization Details	<ul> <li>Within this section you can enter the following:</li> <li>B.C. Society Number</li> <li>CRA Registered Charity Number</li> <li>The date when your organization began operations; AND</li> <li>The organization's fiscal year end month and date If you do not have the above information, you can leave the field blank.</li> </ul>
4	Programs and Services	Select a program or service that best describes the organization from the drop down menu. If there isn't one, select "Other" and include a description in "Other Description". Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
5	Editing an Entry	Any entry with an "Add", "Delete", or "Cancel" option may be edited after clicking "Add". Click "Edit" and enter the new information. Click "Update" to load the changes. You will not be able to proceed unless you have clicked "Update".
6	Organization Information Changes	This box only appears for returning applicants. If you notice any errors with the organization information, or if the information has changed, you can request changes here.



#### **Error Window**

If this box ever appears during your application it means there is information in one of the areas with the "Add", "Cancel", or "Delete" options that has not been uploaded.

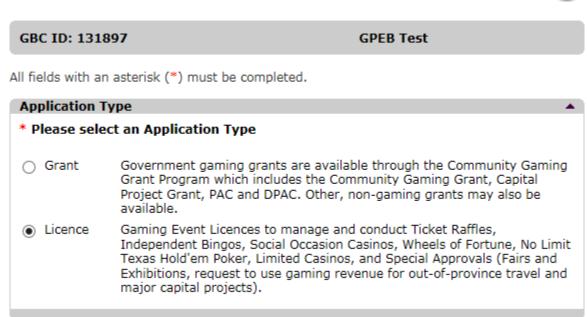
All writing areas of these sections must be blank to leave the page. Clicking "Add" clears these boxes and uploads the information as an entry. "Delete" or "Cancel" clears the boxes.

#### 7. Select Licence

# **Application Selection**



Next



#### 8. Select Class C Licence

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# Licence Type Selection



GBC ID: 131897 GPEB Test

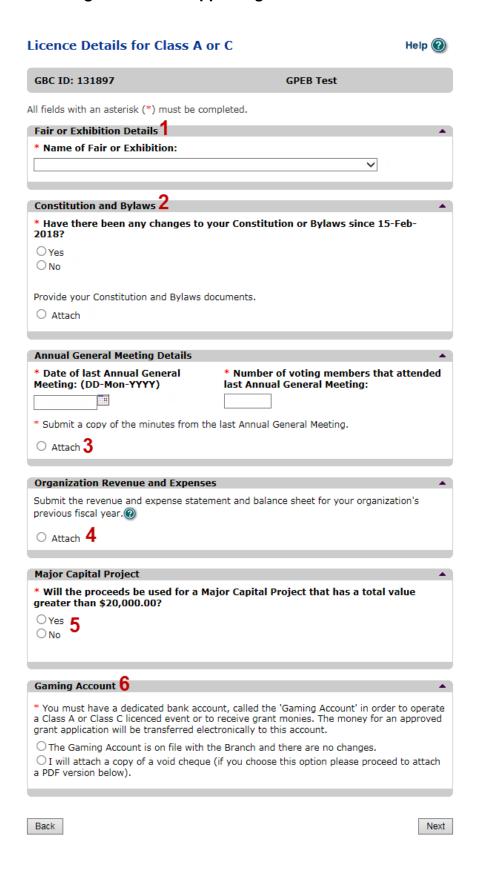
All fields with an asterisk (\*) must be completed.

#### Licence Types Application processing times differ for each licence type. Estimated application processing times are available in the Guidelines for each licence type. Please Select a Licence Type Class A A Class A licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate more than \$20,000 in total projected sales. Each application for a Class A licence must be accompanied by a nonrefundable \$50 processing fee. A Class B licence may be issued to an eligible organization for a gaming ○ Class B event or series of gaming events that will generate \$20,000 or less in total projected sales. Each application for a Class B licence must be accompanied by a \$25 nonrefundable processing fee. A Class C licence may be issued to an eligible agricultural fair or Class C exhibition, which must be conducted in conjunction with an approved fair or exhibition. Each application for a Class C licence must be accompanied by a nonrefundable processing fee based on the following fee structure: - For a ticket raffle: \$150 For an independent bingo: \$150 - For wheels of fortune and limited casino: \$25 for each operator supplying equipment or gaming tables, plus \$150 for the first wheel or table and \$50 each additional wheel or table A Class D licence may be issued for a gaming event or series of gaming Class D events that will generate \$5,000 or less in total projected sales. Each application for a Class D licence must be accompanied by a \$10 nonrefundable processing fee. Note: payment can only be made using a credit card, and must be paid during the process of submitting this application. Special Approval request forms (includes Fairs and Exhibitions, request to use Approvals gaming revenue for out-of-province travel and major capital projects).

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### 9. Provide the organization's supporting documents



1	Name of Fair or Exhibition	Before applying for a Class C license, an organization must be approved as a Fair or Exhibition by completing a Special Approval to operate a Fair or Exhibition using the Gaming Online Service.
2	Changes to Constitution and Bylaws	Indicate if there have been any changes to the organization's Constitution and Bylaws since the date indicated. The date will vary by organization and application.
		Organizations applying for the first time must attach a copy of their Constitution and Bylaws.
		If the organization's Constitution and Bylaws have been submitted on a previous application, attach any changes to these documents only. If there have been no changes, select "No".
3	Annual General Meeting Details	Manually enter the date of the organization's last AGM or click the calendar icon to select a date. Include the total number of voting members that attended.
		Attach a copy of the AGM's minutes. If the document does not include a current Board of Directors list, attach one as a second document.
4	Organization Revenue and Expenses	Attach a revenue and expense statement and balance sheet for the organization's most recent full fiscal period. These should demonstrate all sources of revenue and the costs of running programs. One or more documents may be uploaded.
5	Major Capital Project	Construction, maintenance and renovation projects valued at \$20,000 or more are Major Capital projects and require special approval. If "Yes" is selected, you will need to complete a Special Approval request to use funds for a Major Capital Project. This can be found on the Gaming Online Service under "Special Approvals".
6	Gaming Account	First time applicants must attach a scanned void cheque from the organization's gaming account.
		Returning applicants are only required to attach a void cheque if there have been any changes to the account information.

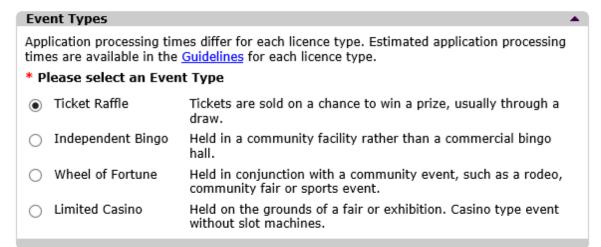
#### 10. Select Ticket Raffle

#### **Event Selection**



#### GBC ID: 131897 GPEB Test

All fields with an asterisk (\*) must be completed.



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# 11. Select Annual – Regular Series

# **Raffle Type Selection**



### GBC ID: 131897 GPEB Test

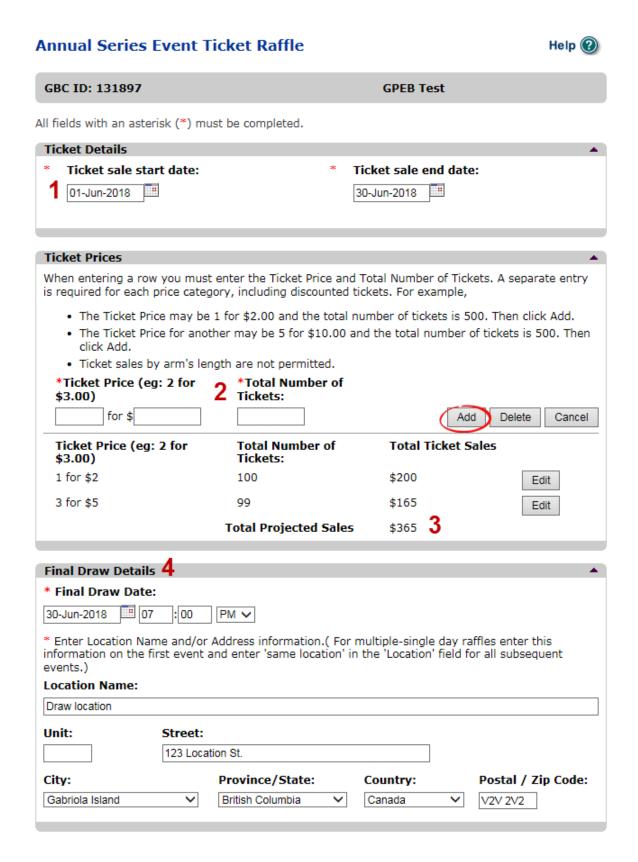
All fields with an asterisk (\*) must be completed.

* Please select a Raffle Type	clude this information in your application.
O Regular Ticket	Ticket sales and awarding of prizes must take place withi a 6 month period. Prizes may be cash or merchandise, must be a set value and be secured at the time of application.
O Percentage Draw (50/50)	Prize is a percentage of gross sales. A series of draws may be licensed for a 12 month period at a single location.
○ Meat Draw	Tickets sales and awarding of prize takes place on a singl day. Prizes are packages of meat. More than one draw may be conducted on a single day. A series of draws may be licensed for a 12 month period at a single location.
○Token	Based on a regular raffle. Winner is determined by an object or token, e.g. Duck Race, Golf Ball Drop, Poker Ride.
○ Calendar	Based on a regular raffle. Can use sequentially numbered tickets or calendars numbered as tickets. Ticket sales must take place within a 6 month period. Prize winners are announced on designated days within a 12 month period.
● Annual - Regular Series	A series of regular raffles held within a 12 month period. All dates and prizes must be in place at time of application. Ticket prices between each raffle cannot vary by more than \$10.00. See Guidelines Section 3.4.
○ One Day - Regular Series	Multiple raffles conducted on a single day. Each raffle has separate ticket sales, draws and awarding of prizes. Ticket prices between each raffle cannot vary by more than \$10.00. See Guidelines Section 3.4.
O Sport Pool / Players Draft	Based on a regular raffle, using the projected results within a series of sporting events, e.g. game scores, tear wins or player points. Cannot be based on the outcome of a single sporting event. Tickets sales cannot exceed 6 months. Awarding of prizes must take place within 12 months. See Standard Procedures Section 4.

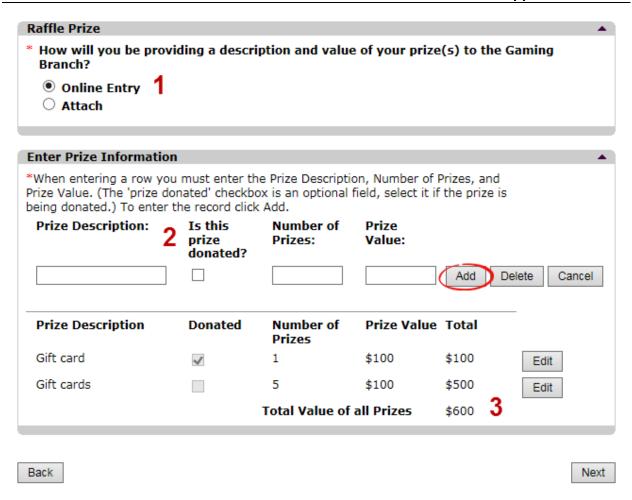
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#### 12. Enter the details of the event



1	Ticket Details	Select the start and end dates of ticket sales. Dates can be entered manually or by clicking the calendar icons to select a date. This period may be up to six months and must conclude some time during the fair or exhibition.  Only enter ticket sale information for one raffle. You will have the option of adding additional raffles on the next screen.
2	Ticket Prices	Enter the ticket price and the number of tickets available at each price. If tickets are sold in bundles, the total number available must be divisible by the number of tickets purchased per bundle, e.g. 99 at 3 for \$5 will work but 100 at 3 for \$5 will not.  After entering the information for one ticket price click on the "Add" button. This will upload the ticket information and allow you to enter another price. You will not be able to proceed unless you have clicked "Add".  Only enter ticket information for one raffle. You will have the option of adding additional raffles on the next screen.
3	Total Projected Sales	The total projected sales are the maximum ticket sales for this raffle. You may sell less than this amount but you may not sell more.
4	Final Draw Details	Enter the date, time and location of this raffle's final draw. Draws must be held in a public place and cannot be held in a private residence.  Only enter draw information for one raffle. You will have the option of adding additional raffles on the next screen.



1	Raffle Prize	Select if you will be entering prizes online or attaching a prize list. If you attach a prize list it must clearly show the fair market value of each prize and whether it is donated.
2	Enter Prize Information	Enter the prize information by including a description, number of prizes and the fair market value of each prize. After entering information for a prize click "Add" and the information will be uploaded. Once the information has been successfully added, you can enter additional prize information. You will not be able to proceed unless you have clicked "Add".  If you are having multiple raffles only enter prize information for one raffle. You will have the option of adding additional raffles on the next screen.
3	Total Value of all Prizes	If there will be multiple similar prizes of the same value include them on one line. Enter the number of prizes and the value of an individual prize. The system automatically calculates the total. For the gift cards here, there are five prizes worth \$100 each for a \$500 total.

\*\*Alcohol, cannabis, e-cigarettes, or live animals may not be offered as a raffle prize. Unrestricted firearms as prizes require a completed Restricted Prizes form to be submitted to gaming.licensing@gov.bc.ca\*\*

Edit

# **Annual - Regular Series**



Delete

GBC ID: 131897 GPEB Test

All fields with an asterisk (\*) must be completed.

**Raffle Event List** 

This section indicates each individual raffle entered and the total projected sales for each raffle.

Start date: End date: Total Projected Sales:

01-Jun-2018 30-Jun-2018 \$365

Total gross revenue for all events: \$365

Click here to add an additional raffle.

Add Raffle

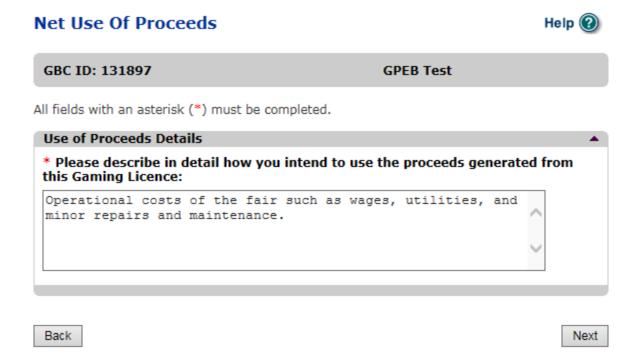
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Next

Review the details of your raffle and click "Edit", "Add Raffle", or "Next".		
Edit	Click "Edit" to change details of a raffle.	
Add Raffle	Click on "Add Raffle" to create another raffle. You will be taken to a new raffle details screen like the one you just filled in.	
Next	Click "Next" to proceed you to the next part of the application.	

#### 13. Describe the Use of Net Proceeds

Net gaming proceeds from Class C licensed gaming events may only be used for costs related to the operation of the approved fair or exhibition indicated on licence application.



# 14. Submit information of individuals responsible for event

All fields with an asterisk (\*) must be completed.

Officers Res	sponsible			<b>A</b>
B & C Lic checkbox	ences and 3 for D es that apply whe	Licences). Individuals can	have multiple rol information. If y	icers Responsible (e.g. 2 for A, es; simply select the our projected sales exceed
organiza	<ul> <li>Officer Responsible (board member of the organization who is responsible to ensure the organization complies with all conditions, guidelines, rules and policies of the Gaming Policy Enforcement Branch)</li> </ul>			
☐ Submitt	er (member of th	e organization authorized	to complete and	submit this application)
☐ Contact		of the organization that t	he Branch can co	ntact regarding this
*Position		*First Name	*Last	Name
	~			
Address		2		
Unit *St	treet	*Province	*City	*Postal Code
		British Columbia V	<u> </u>	
*Business P	Phone	Ext *Home Phon	e	Cell Phone
e-mail				
				(e.g. John.Doe@home.com)
				Add Delete Cancel
Position	Name	Officer Resp.	Submitter	Contact
Chair	Applicant One		2	Edit
President	Applicant One		3	Edit
Dalissams Ma	thad			•
Delivery Me				
Your application.	ion results will be	delivered via email. Please	enter two email	addresses below for
*Primary Contact email				
		(one address	only, e.g. john.do	e@example.com)
*Alternate Contact email  (one address only, e.g. john.doe@example.com)				
			,,, ,,-	
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1	Roles	Click on the box next to Officer Responsible, Submitter or Contact Person for each role that person will serve. Include their contact information and click "Add" to upload their information. The next individual's information can then be entered. You will not be able to proceed unless you have clicked "Add".
2	Contact Information	Contact information for each individual must include: a position, first and last name, address, city, postal code and at least one business or home phone number.
3	Number of Members	The Officer Resp. column must have two boxes checked. Submitter and Contact must each have one box checked. Individuals can have one or multiple roles.  If more or less than the required number of boxes have been checked you will not be able to proceed. Click on "Edit" to reopen a submission and add or remove a role from an individual.
4	Delivery Method	Enter the email address the licence and any correspondence will be delivered to. Up to two email addresses may be entered.

### 15. Read and agree to the Terms and Conditions

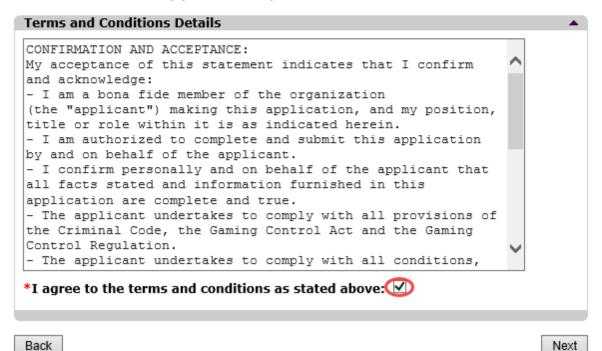
Click the check box to confirm you have read, and agree to, the Terms and Conditions.

### Terms and Conditions



GBC ID: 131897 GPEB Test

All fields with an asterisk (\*) must be completed.



Help (

### 16. Select how you will pay the processing fee

Class C applications require a \$150 processing fee. Wheel of Fortune applications have additional fees of \$25 for each operator supplying equipment or gaming tables and \$50 for each additional Wheel of Fortune table. Processing fees are payable by cheque or credit card.

# Payment GBC ID: 131897 **GPEB Test** Fee Amount and Payment Method The non-refundable processing fee is \$150.00. Please choose the method of payment from the following options. If you choose 'Cheque Payment' submit your payment to Licensing & Grants Division, Gaming Policy and Enforcement Branch, PO Box 9310, Stn. Prov. Govt., Victoria, B.C. V8W 9N1. Note, payment must be received before your application will be processed. Pursuant to Government Policy, a \$30 handling fee will be charged for any NSF cheques. You may pay by credit card or forward a cheque if you are applying for a Class A, B, or C gaming event licence. If you are applying for a Class D gaming event licence you can only pay by credit card. To proceed with submitting your application please select the option below and click next. \* Payment Method Credit Card Payment O Cheque Payment Back Next

1	Credit Card Payment	Credit card payments must be made at the time of application and cannot be paid later or over the phone.
2	Cheque Payment	Cheques must be made payable to "Minister of Finance" and mailed to the Gaming Policy and Enforcement Branch.  Include the application number issued at the end of the application on the memo line.  Processing an application will not begin until payment has been received.