# Class D Regular Ticket Raffle Gaming Licence Application Guide

This guide will provide you with step-by-step instructions on how to complete an application for a Class D 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 https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms.

If you have any questions or need further assistance, please contact the Licensing Division at gaming.licensing@gov.bc.ca 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 (https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising).

**Additional notes about completing your online application:**

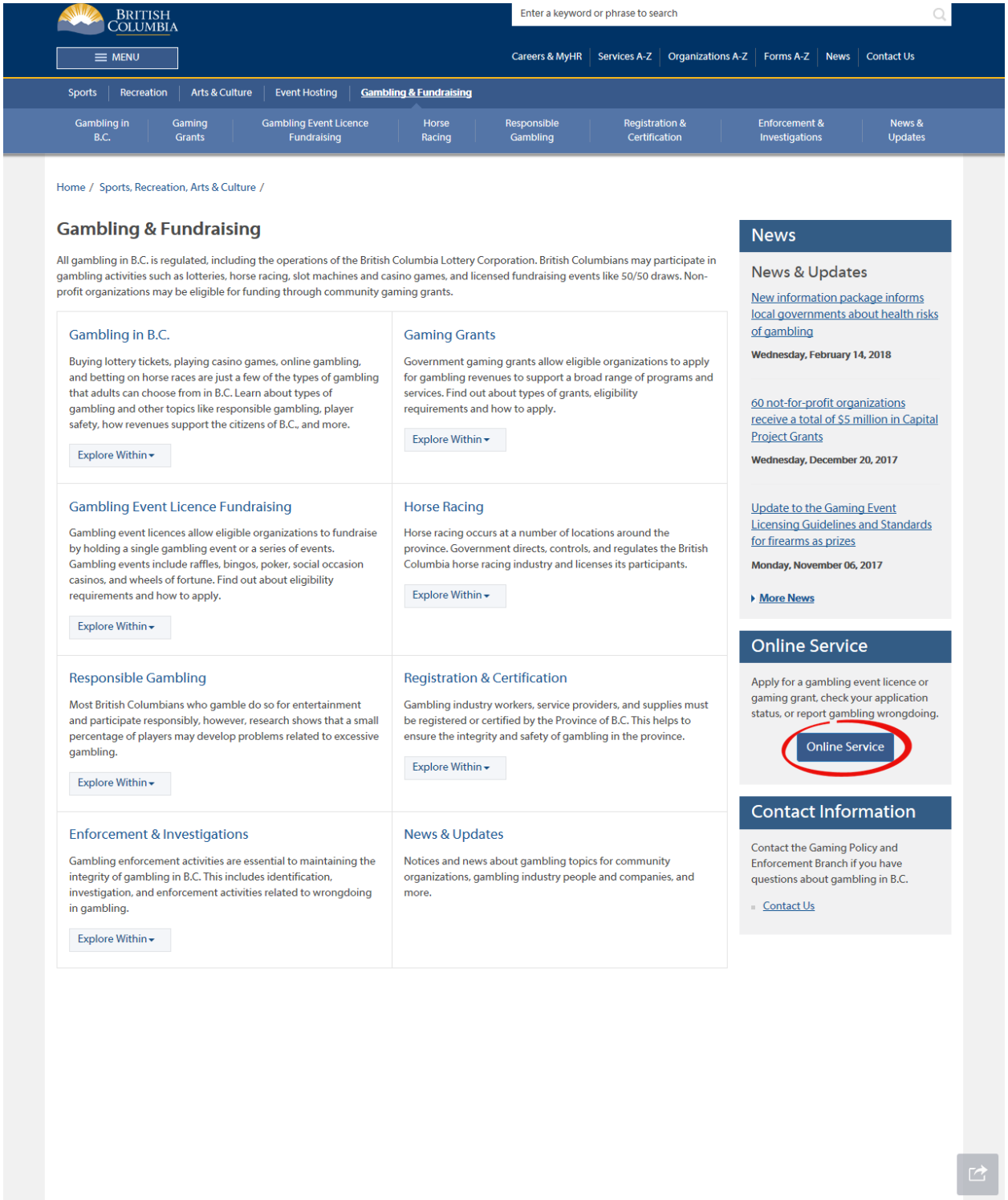
- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time.
- Please be aware that you may run into issues if you take longer than 30 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:**

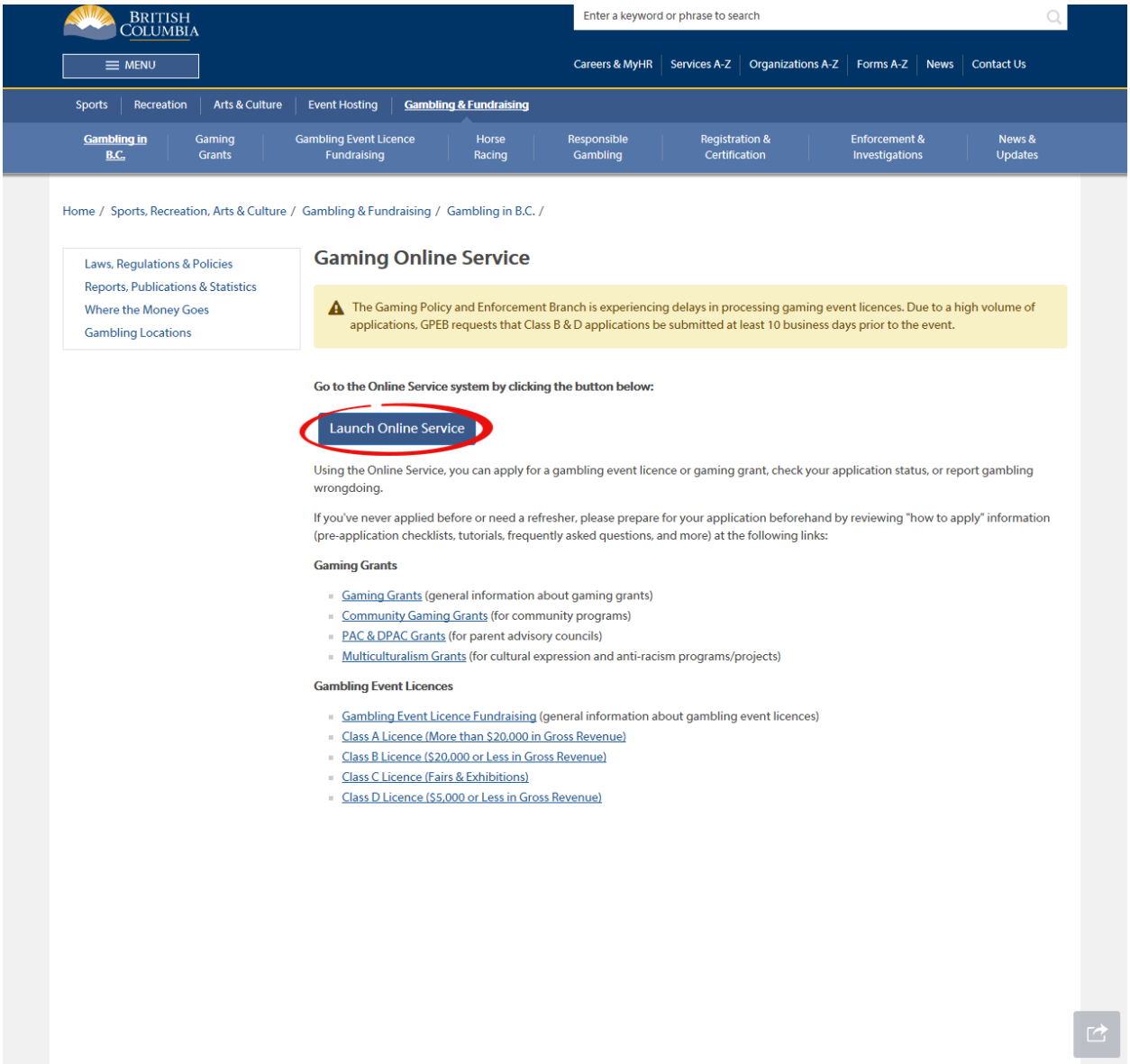
- Make sure that any supporting documents you attach are in one of the following formats:
  - DOC, DOCX, XLS, XLSX, PDF, JPG
  - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical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

B.C. Home

Gaming Policy and Enforcement Branch
Online Service

**Apply Online**

- Community Gaming Grants
- DPAC, PAC or Capital Project Grants
- Gaming Licences
- Special Approvals

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

Online Service » Online Service

Printer Version

**Gaming Policy and Enforcement Branch**

**Gaming Online Service (GOS)**

## Online Service

Help

### Welcome!

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 Licensing.

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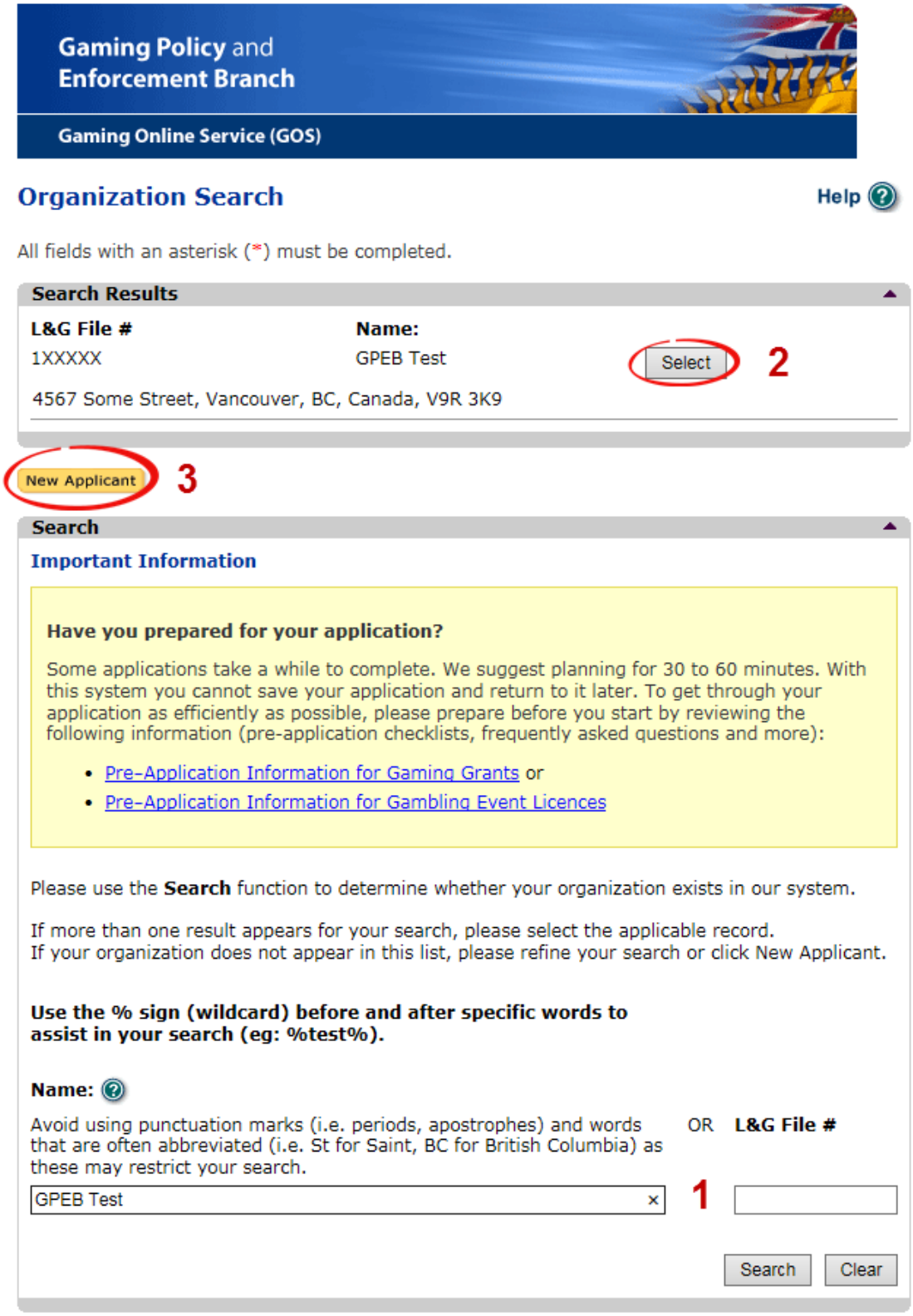
GAMING BC VERSION: 585 <582 | BUILT ON: 2019-02-28 15:45 | DATABASE VERSION: 4.4.0.00

COPYRIGHT | DISCLAIMER | PRIVACY | ACCESSIBILITY

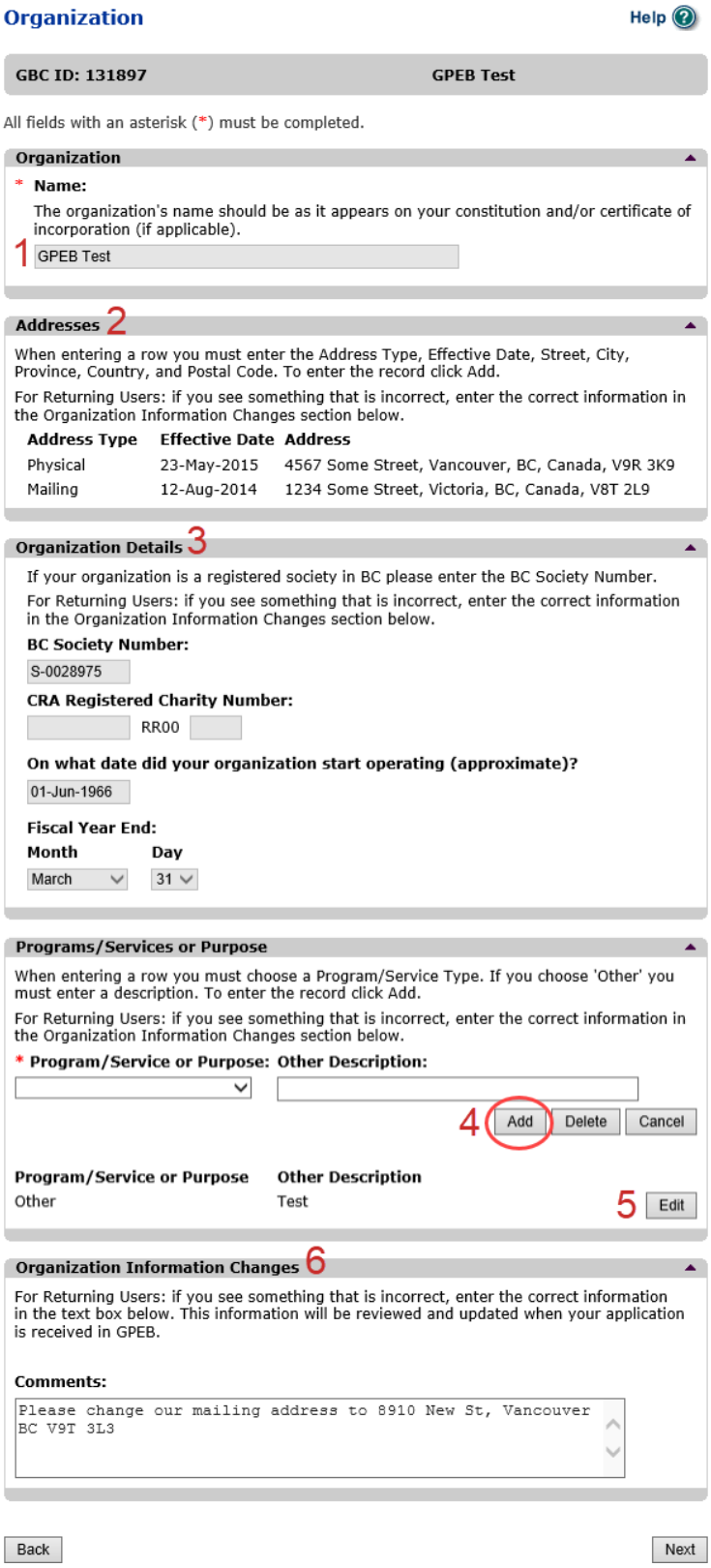
## 5. Search for the organization's profile or create a new one



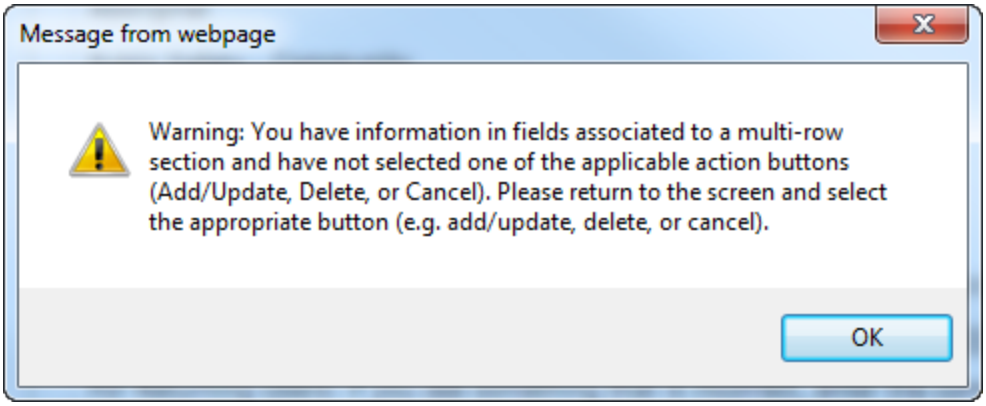
| | | |
|---|---|---|
| 1 | Organization Search | If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click on the "Search" box.<br><br>**Not all organizations need or will be issued an L&G number.**<br><br>If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click on the "Search" box. |
| 2 | Select Profile | If the organization's profile appears, click on the "Select" box. If you are returning and it doesn't appear, try searching for keywords surrounded by the percent character (%).<br>E.g. %Rotary Club% |
| 3 | New Applicant | If it is the organization's first time applying and nothing appears, click on the yellow "New Applicant" button.<br><br>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 | Within this section you can enter the following:<br>• B.C. Society Number<br>• CRA Registered Charity Number<br>• The date when your organization began operations; AND<br>• The organization's fiscal year end month and date<br>If you do not have the above information, you can leave the field blank. |
| 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.<br><br>All text boxes 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

Help

**GBC ID: 131897** **GPEB Test**

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

**Application Type**

*** Please select an Application Type**

| | |
|---|---|
| ○ Grant | Government gaming grants are available through the Community Gaming Grant Program which includes the Community Gaming Grant, Capital Project Grant, PAC and DPAC. Other, non-gaming grants may also be available. |
| ◉ Licence | Gaming Event Licences to manage and conduct Ticket Raffles, Independent Bingos, Social Occasion Casinos, Wheels of Fortune, No Limit Texas Hold'em Poker, Limited Casinos, and Special Approvals (Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects). |

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### 8. Select Class D Licence

## Licence Type Selection

Help

**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.<br>Each application for a Class A licence must be accompanied by a non-refundable $50 processing fee. |
| ○ Class B | A Class B licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate $20,000 or less in total projected sales.<br>Each application for a Class B licence must be accompanied by a $25 non-refundable processing fee. |
| ○ Class C | A Class C licence may be issued to an eligible agricultural fair or exhibition, which must be conducted in conjunction with an approved fair or exhibition.<br>Each application for a Class C licence must be accompanied by a non-refundable processing fee based on the following fee structure:<br><br>- For a ticket raffle: $150<br>- For an independent bingo: $150<br>- 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 |
| ◉ Class D | A Class D licence may be issued for a gaming event or series of gaming events that will generate $5,000 or less in total projected sales.<br>Each application for a Class D licence must be accompanied by a $10 non-refundable processing fee. Note: payment can only be made using a credit card, and must be paid during the process of submitting this application. |
| ○ Special Approvals | Approval request forms (includes Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects). |

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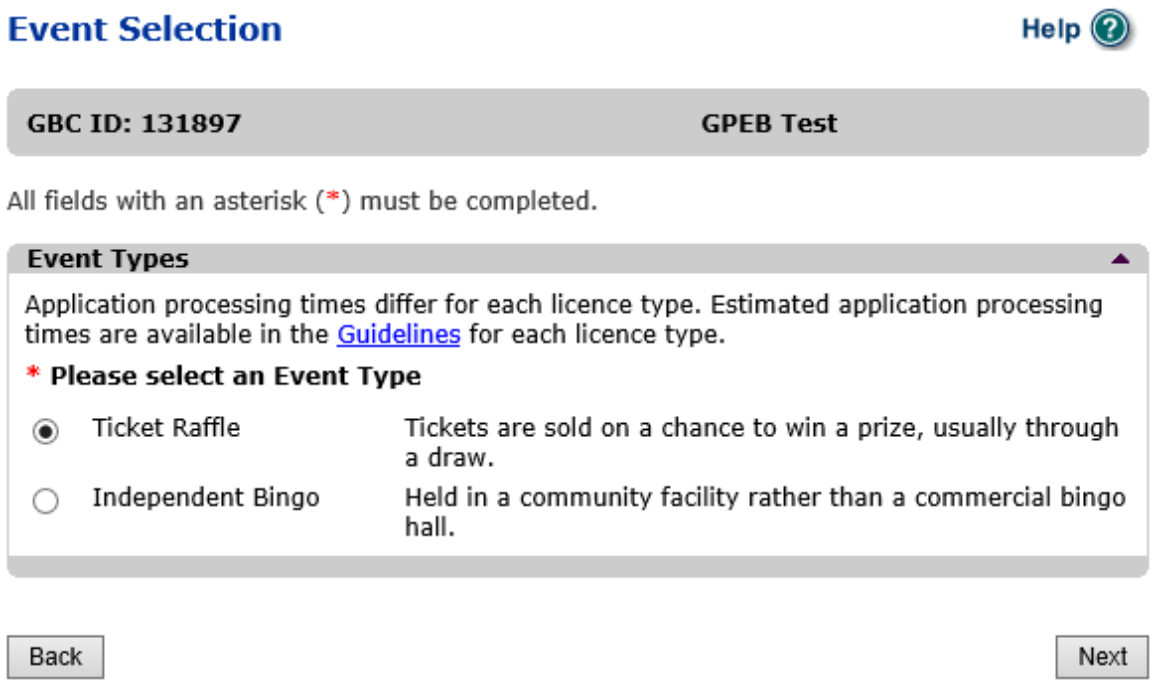
## 9. Select Ticket Raffle



## 10. Select Regular Ticket

### Raffle Type Selection

Help

**GBC ID: 131897** **GPEB Test**

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

**Raffle Types**

**Note:** If you are considering the use of electronic equipment, such as handheld devices for 50/50 draws, you must include this information in your application.

* **Please select a Raffle Type:**

| | |
|---|---|
| ◉ Regular Ticket | Ticket sales and awarding of prizes must take place within a 6 month period. Prizes may be cash or merchandise, must be a set value and be secured at the time of application. |
| ○ 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 single 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. |
| ○ Event Pool - Misc. | Based on a regular raffle. Each ticket includes a projected result of an upcoming event, e.g. New Years Baby, Cow Pie Raffle. |
| ○ Sport Pool / Players Draft | Based on a regular raffle, using the projected results within a series of sporting events, e.g. game scores, team 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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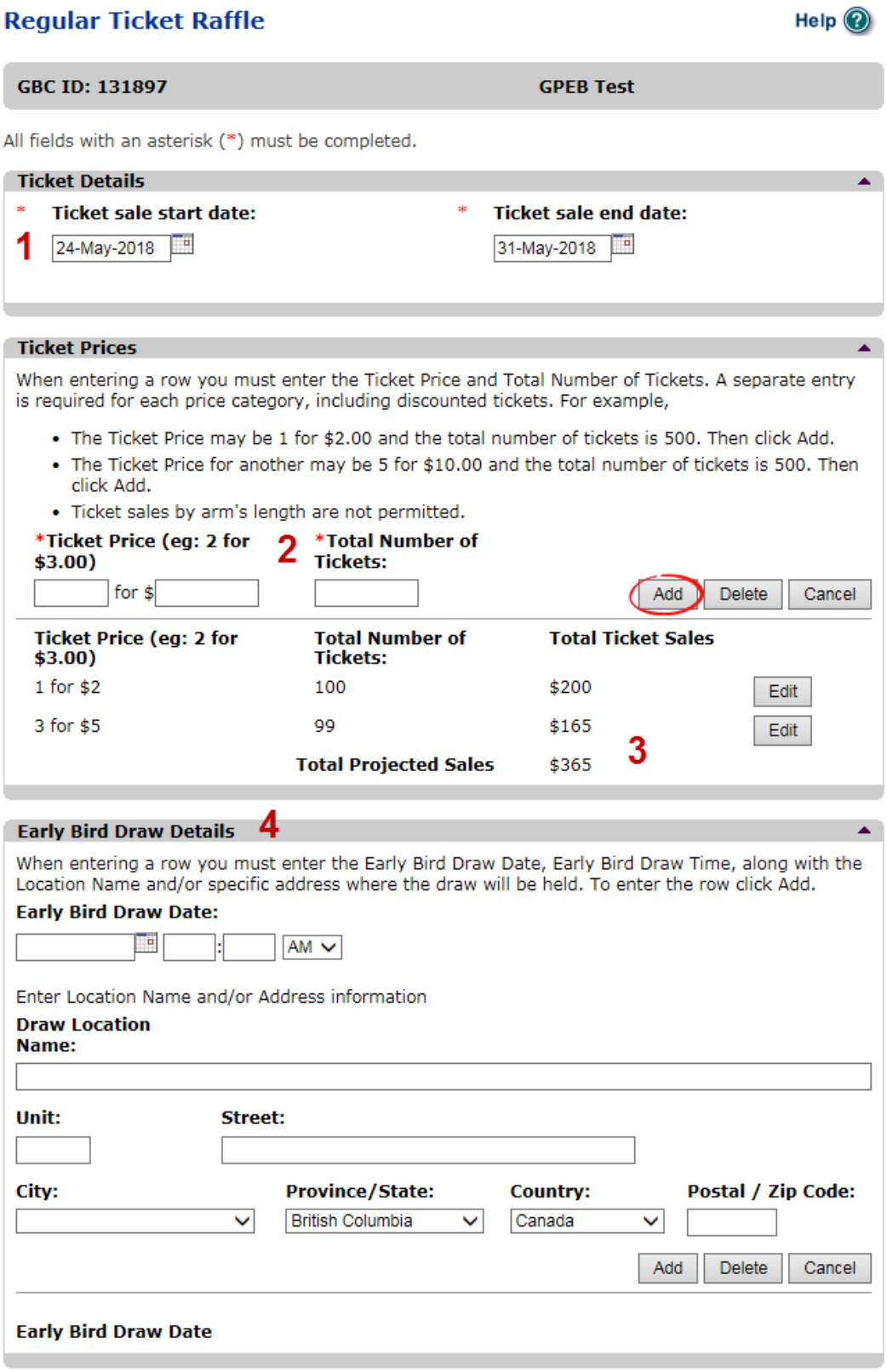
## 11. Enter the details of the event



| | | |
|---|---|---|
| 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. |
| 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.<br><br>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”.<br><br>**No single ticket may cost more than $2. Bundles of tickets may be sold for more than $2 provided no single ticket is more than $2. For example, 3 for $5 is acceptable while 2 for $5 is not.** |
| 3 | Total Projected Sales | The total projected sales are the maximum ticket sales. You may sell less than this amount but you may not sell more. |
| 4 | Early Bird Draw Details | Early bird draws occur before the final draw date. Winning tickets are re-entered for the final draw. You are not required to enter anything here if you are not holding an early bird draw. |

**Final Draw Details** 1

* **Final Draw Date:**

31-May-2018 | 05 : 00 | PM

* Enter Location Name and/or Address information.( For multiple-single day raffles enter this information on the first event and enter 'same location' in the 'Location' field for all subsequent events.)

**Location Name:**

Draw Location

**Unit:**

**Street:** 123 Location St

**City:** Bowen Island

**Province/State:** British Columbia

**Country:** Canada

**Postal / Zip Code:** V2V 2V2

**Raffle Prize**

* **How will you be providing a description and value of your prize(s) to the Gaming Branch?**

- (●) **Online Entry** 2
- ( ) **Attach**

**Enter Prize Information**

*When entering a row you must enter the Prize Description, Number of Prizes, and Prize Value. (The 'prize donated' checkbox is an optional field, select it if the prize is being donated.) To enter the record click Add.

| Prize Description: 3 | Is this prize donated? | Number of Prizes: | Prize Value: | | | |
|---|---|---|---|---|---|---|
| | ☐ | | | Add | Delete | Cancel |

| Prize Description | Donated | Number of Prizes | Prize Value | Total | |
|---|---|---|---|---|---|
| Gift Card | ☑ | 1 | $100 | $100 | Edit |
| Gift Cards | ☐ | 5 | $100 | $500 | Edit |
| | | **Total Value of all Prizes** | | $600 4 | |

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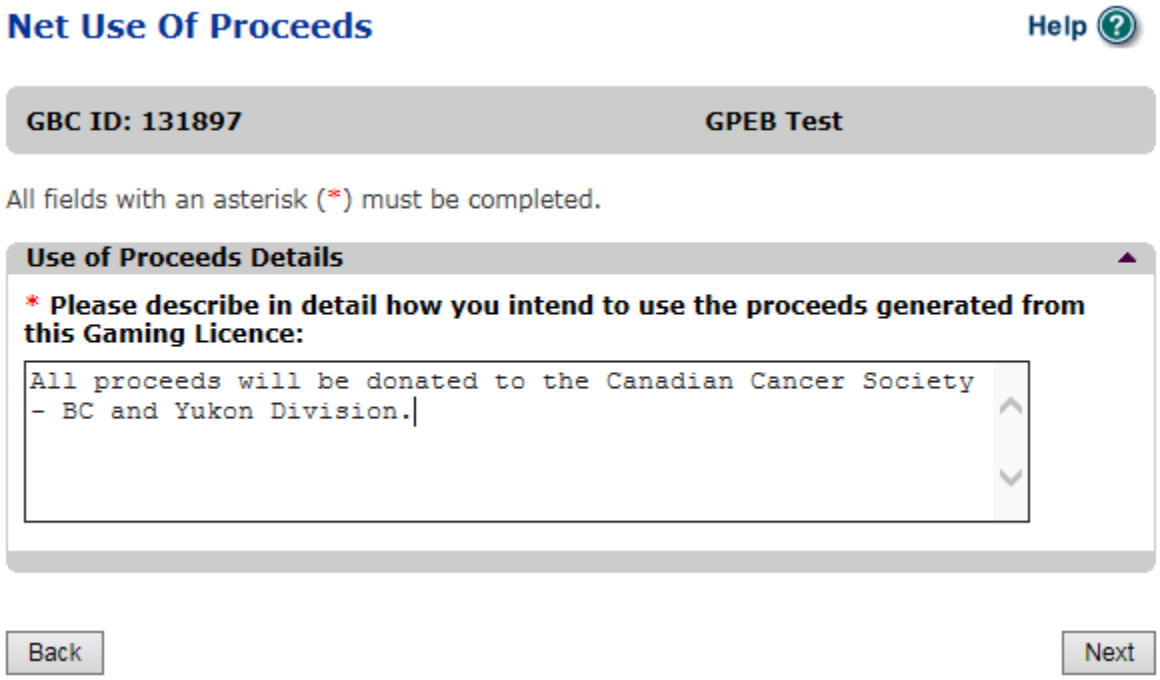
| | | |
|---|---|---|
| 1 | Final Draw Details | Enter the date, time and location of the final draw. Draws must be held in a public place and cannot be held in a private residence. |
| 2 | Raffle Prize | Select if you will be entering prizes online or attaching a prize list. If you attach a prize list it must clearly show the fair market value of each prize and whether it is donated. |
| 3 | 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”.<br><br>**No single prize may have fair market value greater than $500. This includes purchased prizes and donated prizes.** |
| 4 | 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.<br><br>**The value of purchased prizes may not exceed 50% of the Total Projected Sales. Donated prizes are not included in this calculation. For the prizes above, Total Projected Sales would need to be at least $1000.** |

****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****

## 12. Describe the Use of Net Proceeds

Describe how the net proceeds will be used. If you are donating to a specific organization list them by name. Specify which chapter of any national organizations you are donating to. Only local and provincial chapters are eligible.



## 13. Submit information of individuals responsible for event

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

**Officers Responsible**

Each application requires a Contact Person, a Submitter and 2 or 3 Officers Responsible (e.g. 2 for A, B & C Licences and 3 for D Licences). Individuals can have multiple roles; simply select the checkboxes that apply when you are completing their information. If your projected sales exceed $250,000 your Officers Responsible must be registered.

1

*Type

- [ ] **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)**
- [ ] **Submitter (member of the organization authorized to complete and submit this application)**
- [ ] **Contact Person (member of the organization that the Branch can contact regarding this application)**

*Position | *First Name | *Last Name

2

**Address**

Unit | *Street | *Province (British Columbia) | *City | *Postal Code

*Business Phone | Ext | *Home Phone | Cell Phone

e-mail (e.g. John.Doe@home.com)

Add | Delete | Cancel

| Position | Name | Officer Resp. | Submitter | Contact | |
|---|---|---|---|---|---|
| Chair | Applicant One | ☑ | ☑ | ☑ | Edit |
| President | Applicant One | ☑ | ☐ | ☐ | Edit |

3

**Delivery Method**

Your application results will be delivered via email. Please enter two email addresses below for notification.

4

*Primary Contact email (one address only, e.g. john.doe@example.com)

*Alternate Contact email (one address only, e.g. john.doe@example.com)

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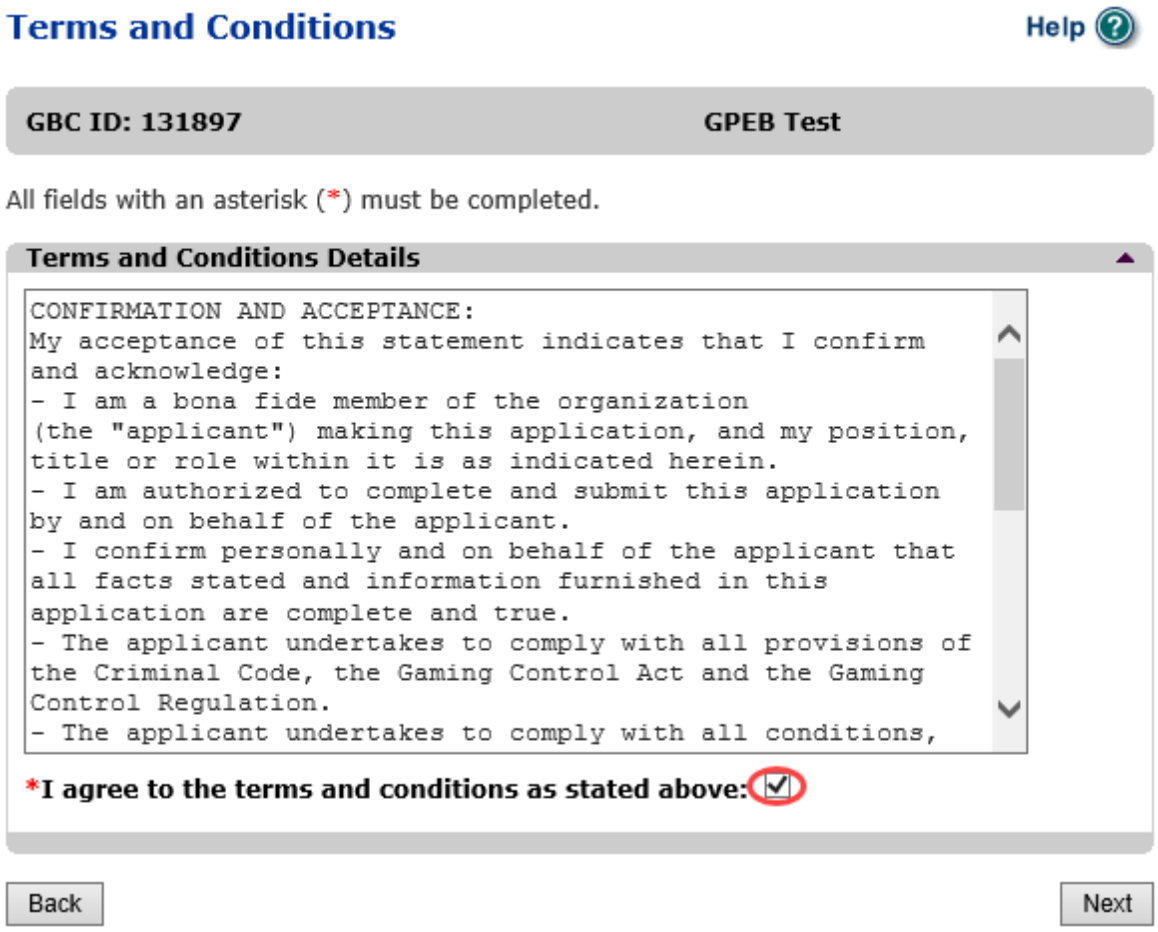
| | | |
|---|---|---|
| 1 | Roles | Click on the box next to Officer Responsible, Submitter or Contact Person for each role that person will serve. Include their contact information and click “Add” to upload their information. The next individual’s information can then be entered. You will not be able 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 three boxes checked. Submitter and Contact must each have one box checked.<br><br>Individuals can have one or multiple roles.<br><br>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. |

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

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



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

Class D applications require a $10 processing fee, payable credit card. Payment must be made at the time of application and cannot be paid later or over the phone.

**Payment** Help

**GBC ID: 131897** **GPEB Test**

**Fee Amount and Payment Method**

**The non-refundable processing fee is $10.00.**

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**

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