Class B 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 B 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:

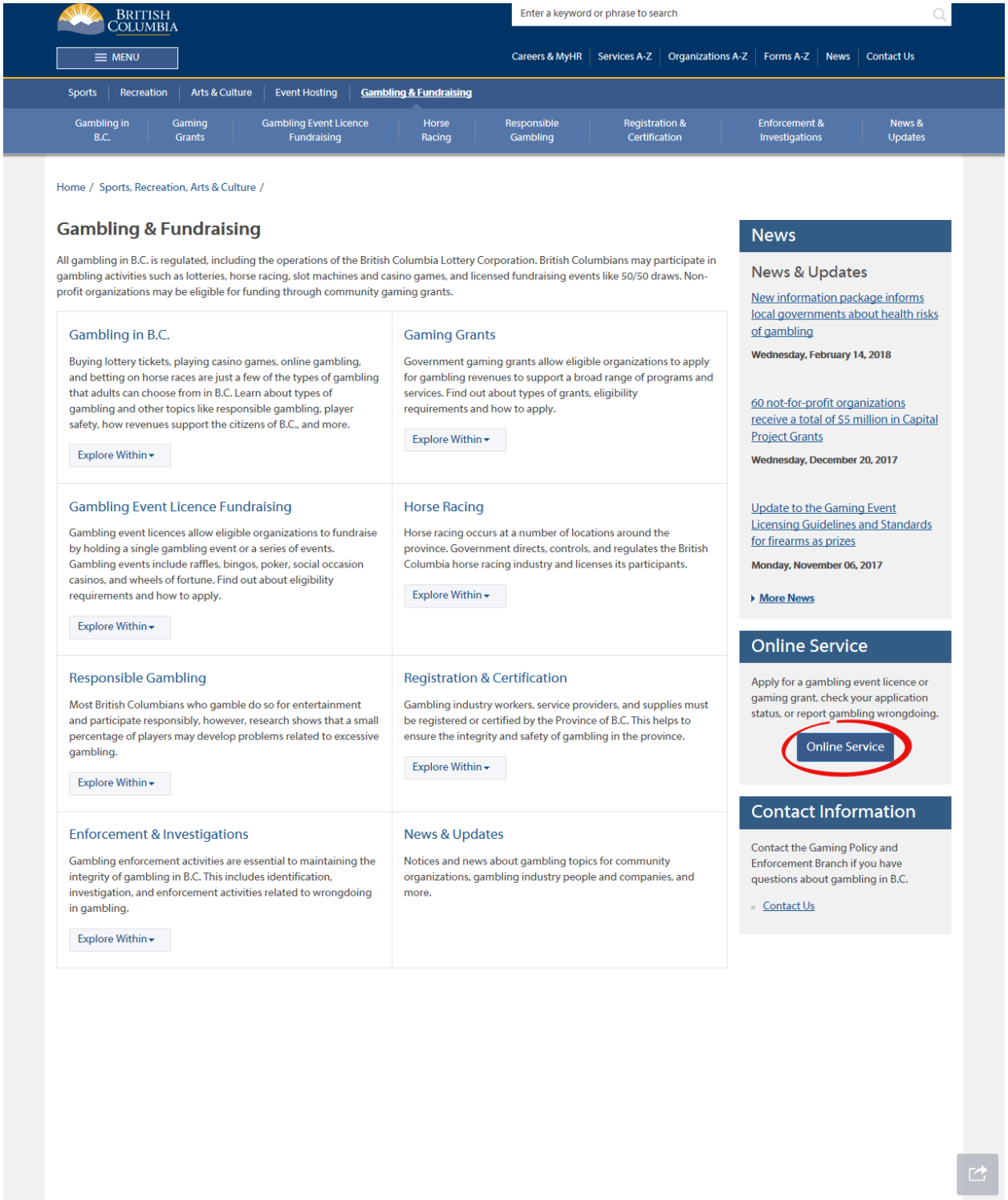
- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time.
- Please be aware that you may run into issues if you take longer than 30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

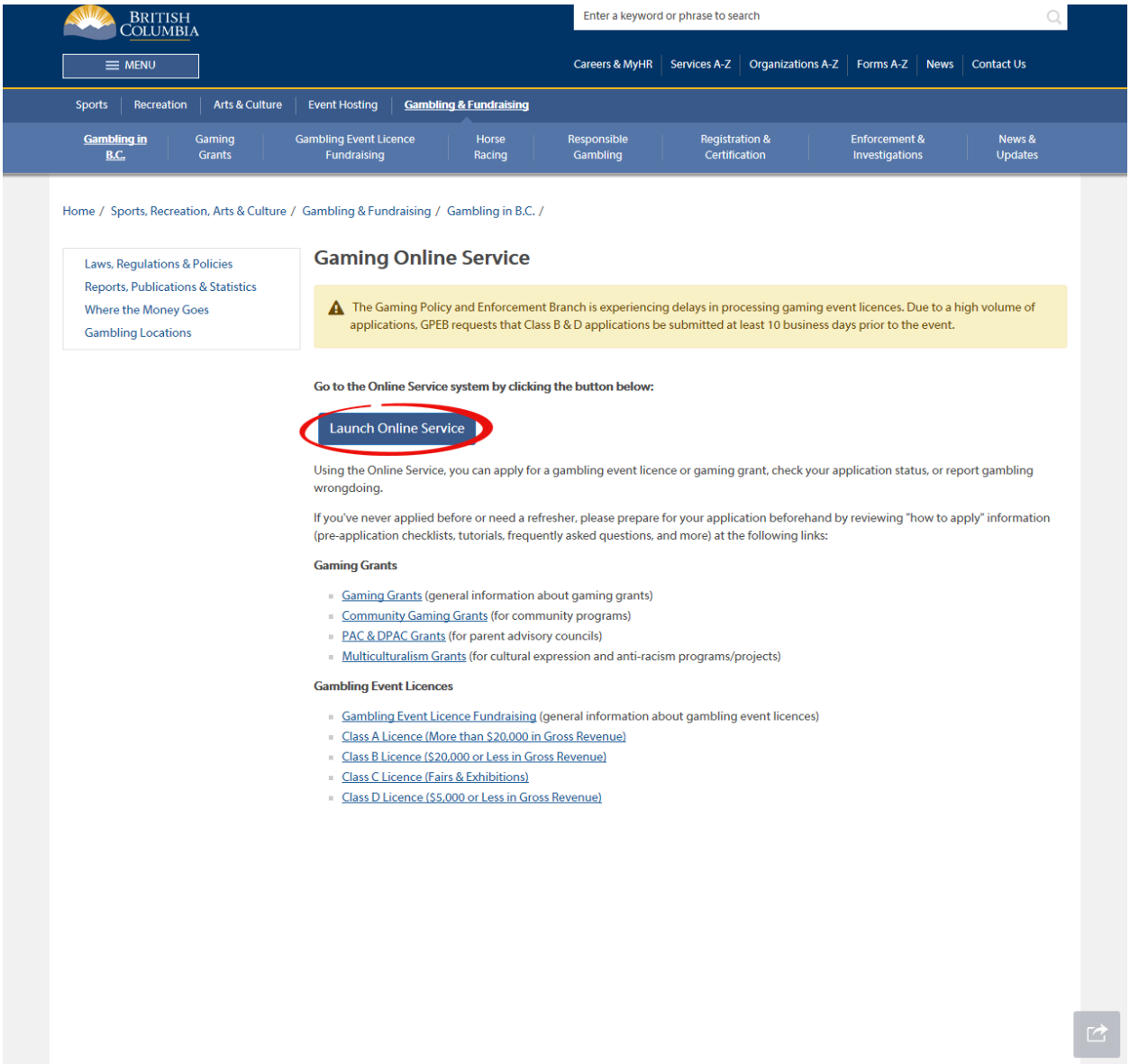
- Make sure that any supporting documents you attach are in one of the following formats:
  - DOC, DOCX, XLS, XLSX, PDF, JPG
  - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical 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

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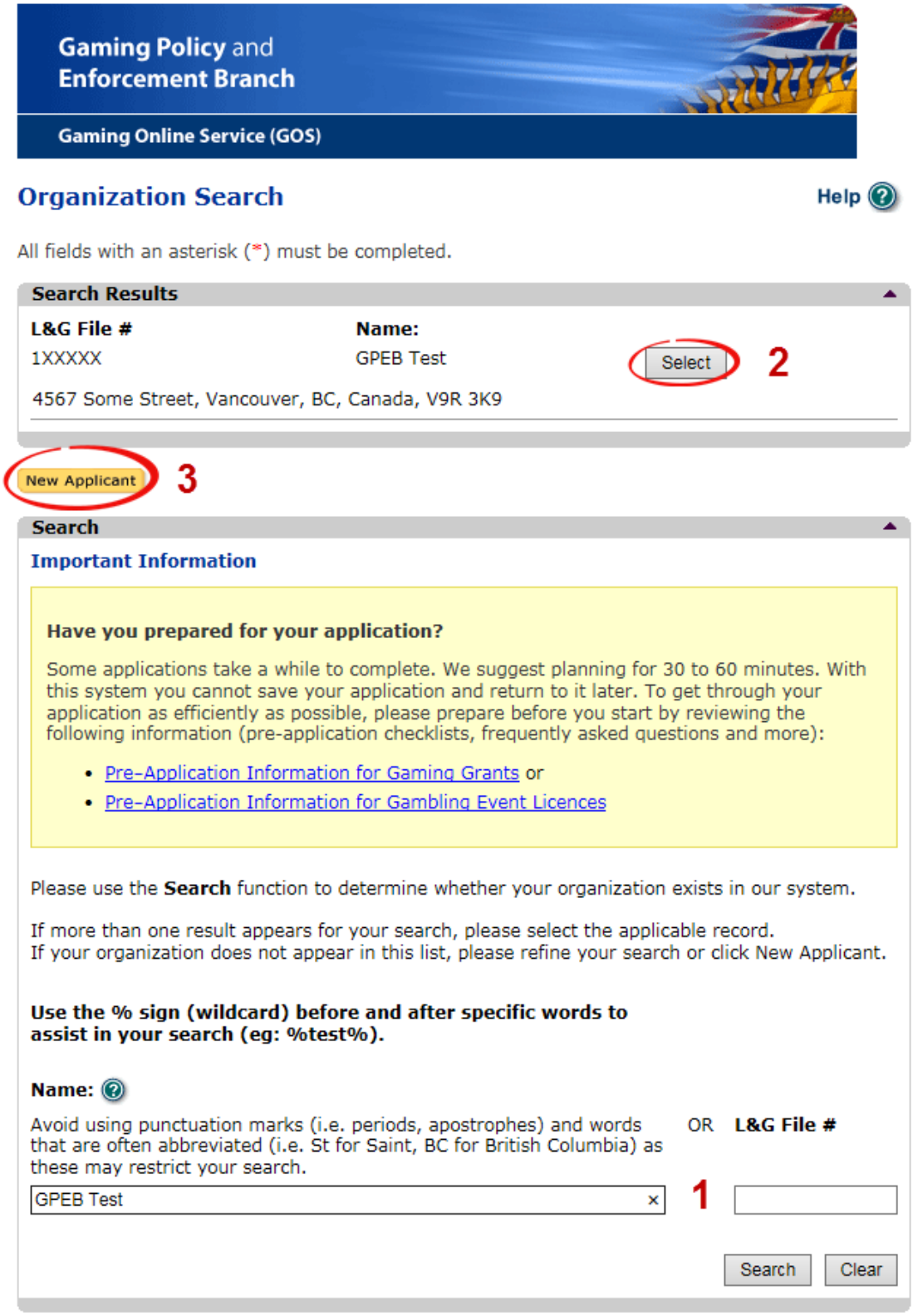
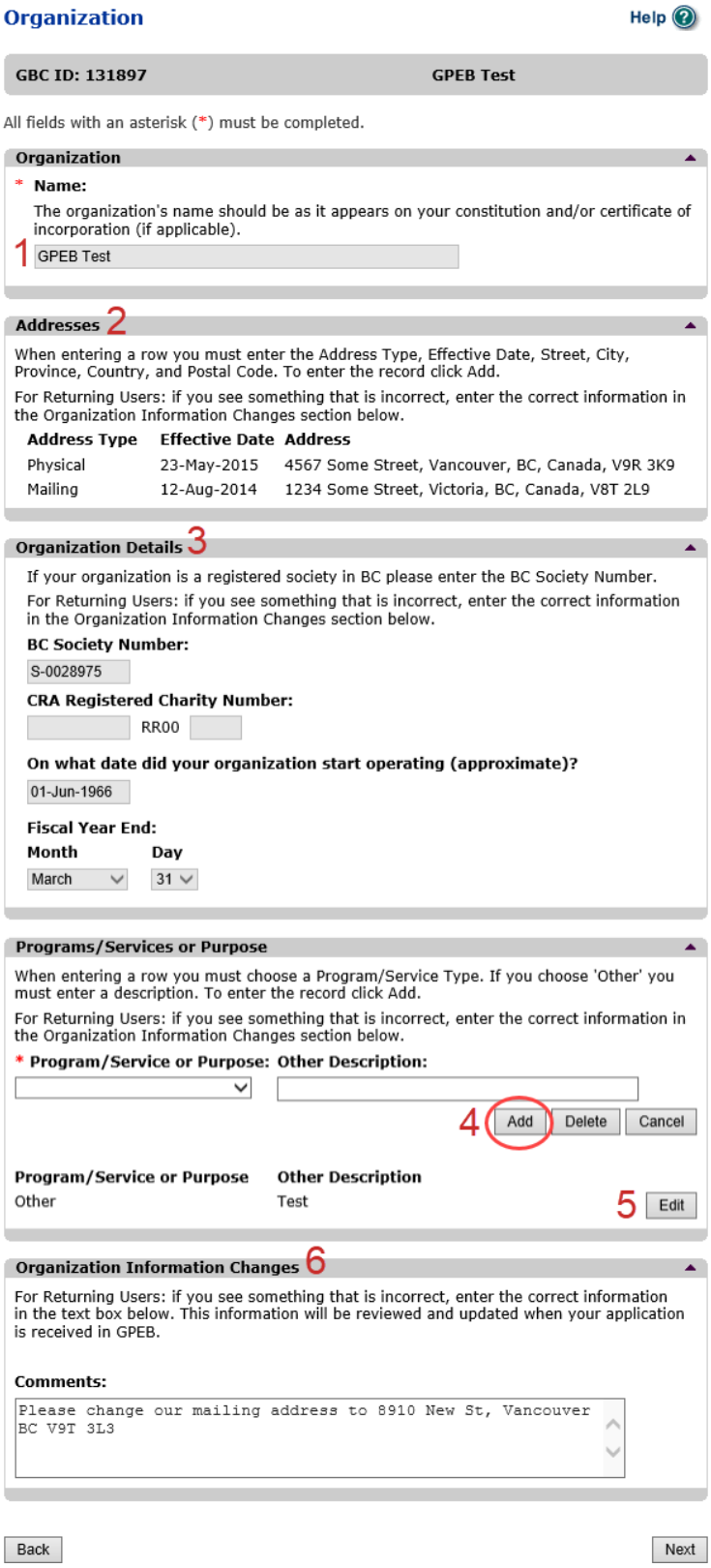
5. Search for the organization's profile or create a new one



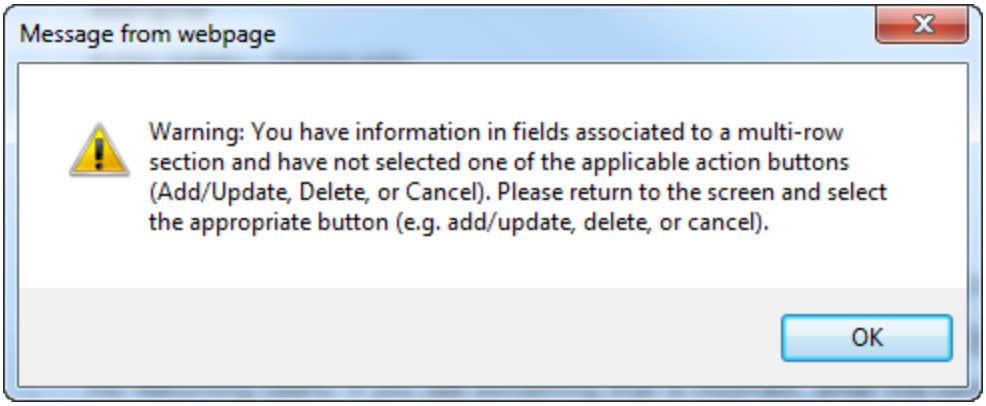
1	Organization Search	If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click on the "Search" box. **Not all organizations need or will be issued an L&G number.** If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click 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 (%). 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. 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: • B.C. Society Number • CRA Registered Charity Number • The date when your organization began operations; AND • The organization's fiscal year end month and date 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. 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 B 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. 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. 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. Each application for a Class C licence must be accompanied by a non-refundable 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
○ 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. 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

Event Selection

Help

GBC ID: 131897 **GPEB Test**

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

Event Types

Application processing times differ for each licence type. Estimated application processing times are available in the Guidelines for each licence type.

*** Please select an Event Type**

◉ Ticket Raffle	Tickets are sold on a chance to win a prize, usually through a draw.
○ Independent Bingo	Held in a community facility rather than a commercial bingo hall.
○ Social Occasion Casino	Held in conjunction with a social event. For example, a dinner or dance sponsored by a community organization and the event is not open to the general public
○ Wheel of Fortune	Held in conjunction with a community event, such as a rodeo, community fair or sports event.
○ Poker Event	No Limit Texas Hold'em Poker.

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10. Select Annual – Regular Series

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.
○ Payroll Deduction	A set amount is deducted from each pay cheque. Prize is a percentage of the total amount deducted from all participants. May be licensed for a 12 month period at a single location.
◉ 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. Indicate if you are planning to use computerized or electronic systems

If you are planning to use computerized or electronic systems, attach a completed Addendum to Application – Electronic Raffle Systems as well as any service contracts to the application. The Addendum form can be downloaded and completed during the application or prepared in advance by visiting https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms

Electronic Raffle Systems (ERS)

* **Will your organization be using any of the following electronic raffle components to run this gaming event?** ○ Yes ○ No

- **Online Ticket Sales**
  To sell tickets through the Internet by way of a real time processing and payment system and where the purchaser's ticket is paid for and delivered immediately online.
- **Online Ticket Distribution**
  To send a purchaser a ticket by email or through the Internet and where the purchaser downloads a copy of the ticket.
- **Electronic Ticket Draw**
  To determine a prize winner by conducting an electronic draw using computer software or a computer application that utilizes a GPEB certified software random number generator (RNG).
- **Online Prize Distribution**
  To send a winner a prize voucher by email or online and where the prize winner downloads a voucher or gift certificate for redemption in cases where the prizes are suitable for online distribution and each prize is worth $2,500 or less.
- **Raffle Sales Unit (RSU)**
  A GPEB approved unit for ticket sales which is comprised of a combination of hardware and/or software provided by the gaming services provider and configured to operate as a point of sale that generates and prints or delivers raffle tickets.

Note: If you answered 'Yes' for the question above, you need to attach a completed Addendum to Application - Electronic Raffle Systems. If you are hiring a service provider, you will also need to attach the signed contract with the service provider. The addendum can be found at:

- Form - Addendum to Application - Electronic Raffle Systems [PDF]

The form will open in a new tab or window. **Save the form to your computer so you can complete it and attach it to your application. The addendum may also be completed before starting your application. We recommend using Adobe Reader software to fill out the form - form features may not work in your web browser or other PDF software.**

Choose File No file chosen Add Cancel *Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.*

Attached Document(s):

12. Enter the details of the event

Annual Series Event Ticket Raffle

Help

GBC ID: 131897 **GPEB Test**

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

Ticket Details

* **Ticket sale start date:** 1 01-Jun-2018

* **Ticket sale end date:** 30-Jun-2018

Ticket Prices

When entering a row you must enter the Ticket Price and Total Number of Tickets. A separate entry is required for each price category, including discounted tickets. For example,

- The Ticket Price may be 1 for $2.00 and the total number of tickets is 500. Then click Add.
- The Ticket Price for another may be 5 for $10.00 and the total number of tickets is 500. Then click Add.
- Ticket sales by arm's length are not permitted.

***Ticket Price (eg: 2 for $3.00)** 2 ***Total Number of Tickets:**

for $ Add Delete Cancel

Ticket Price (eg: 2 for $3.00)	Total Number of Tickets:	Total Ticket Sales	
1 for $2	100	$200	Edit
3 for $5	99	$165	Edit
	Total Projected Sales	$365 3	

Final Draw Details 4

* **Final Draw Date:**

30-Jun-2018 07 : 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: Gabriola Island **Province/State:** British Columbia **Country:** Canada **Postal / Zip Code:** V2V 2V2

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. 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.

Raffle Prize

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

- (●) **Online Entry** 1
- ( ) **Attach**

Enter Prize Information

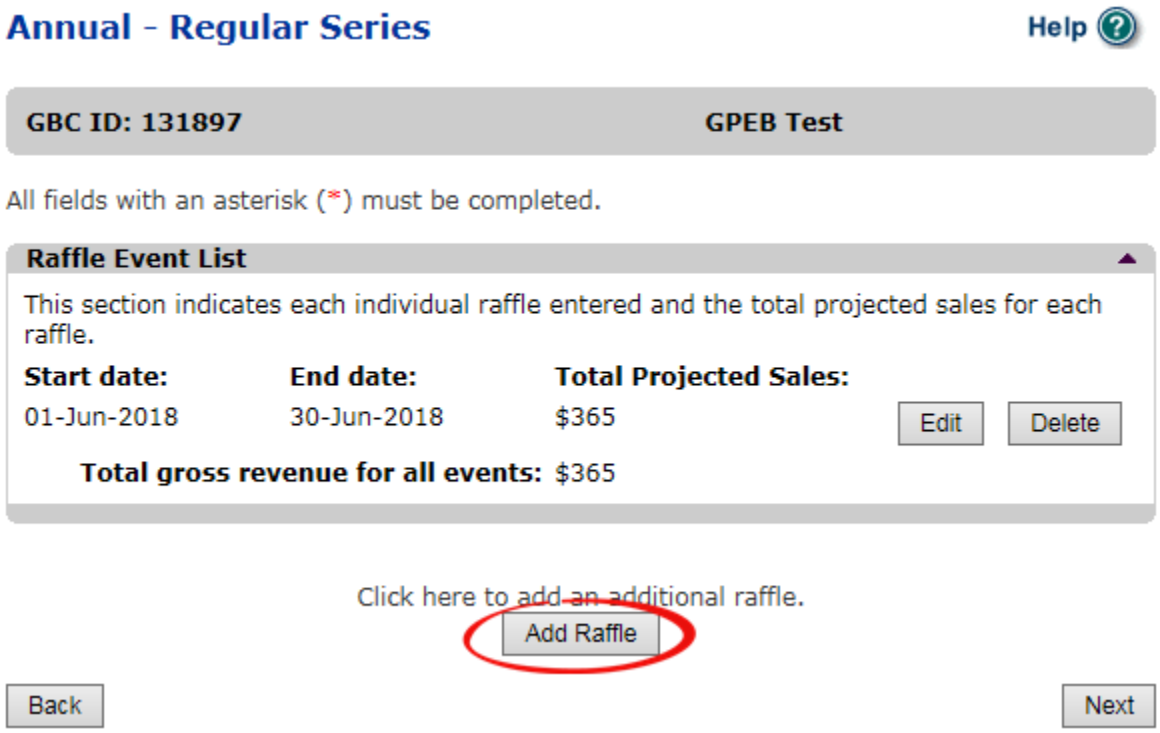
*When entering a row you must enter the Prize Description, Number of Prizes, and Prize Value. (The 'prize donated' checkbox is an optional field, select it if the prize is being donated.) To enter the record click Add.

Prize Description: 2	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 3	

Back Next

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****		



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

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.

Net Use Of Proceeds Help

GBC ID: 131897 **GPEB Test**

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

Use of Proceeds Details

If you are a Community Fundraising Group (CFG) donating to a charitable or religious organization; acquire a letter from that organization stating: acknowledgement of the event, agree to accept the proceeds and agree to use the proceeds for an eligible purpose. Submit via email to Gaming.Licensing@gov.bc.ca

*** Please describe in detail how you intend to use the proceeds generated from this Gaming Licence:**

All proceeds will be donated to the Canadian Cancer Society - BC and Yukon Division

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Groups that do not meet the eligibility criteria to use gaming funds for their own programs may apply for a Class B raffle if they are donating 100% of the proceeds to an eligible organization. This only applies to raffle applications. If you are raising funds to donate to an eligible organization as a Community Fundraising Group, you must submit a letter from your recipient organization stating that they are aware of the raffle, agree to accept the proceeds and will use the funds for an eligible purpose within British Columbia. The letter must reference the application number and a new letter must be submitted for each new application.
Letters can be sent to gaming.licensing@gov.bc.ca

14. 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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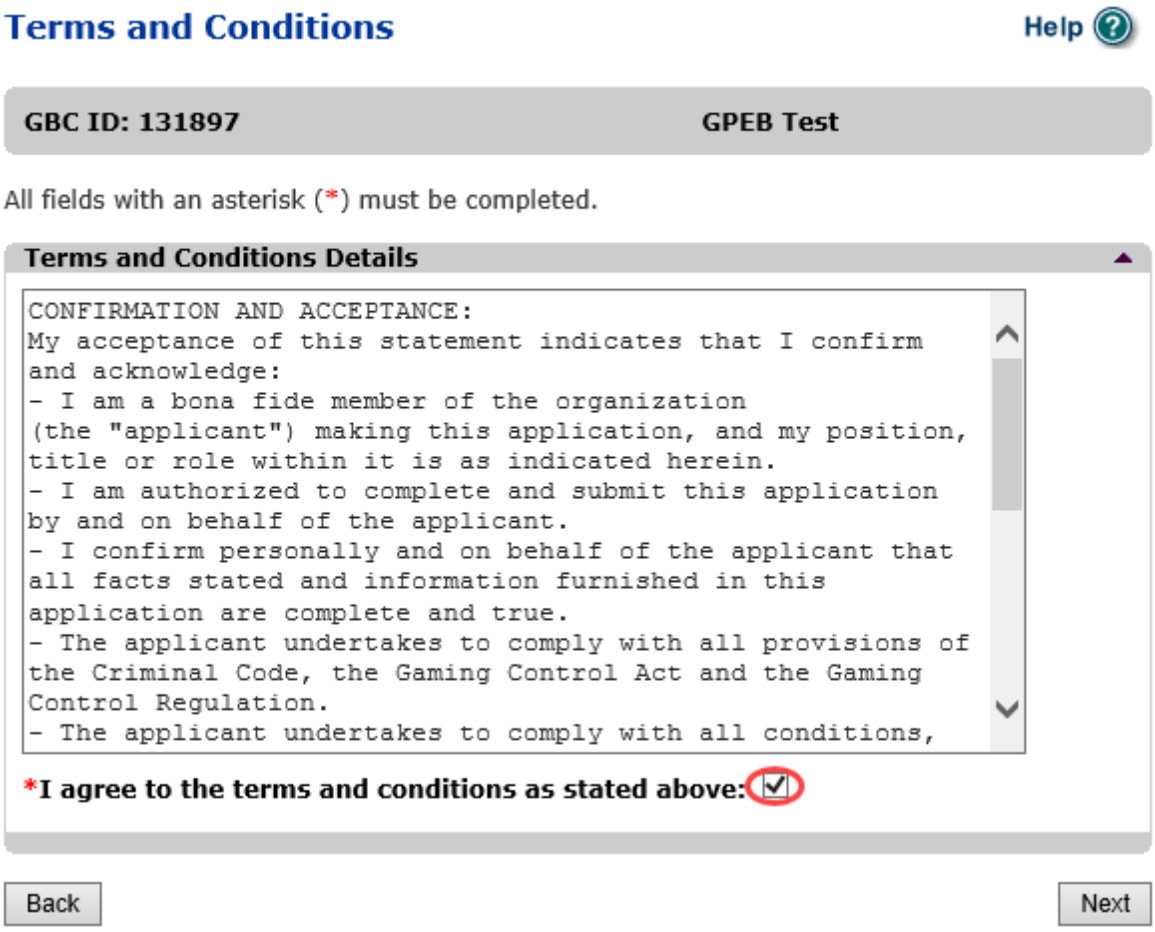
1	Roles	Click the box next to Officer Responsible, Submitter or Contact Person for each role that person will serve. Include their contact information and click “Add” to upload their information. The next individual’s information can then be entered. You will not be able to proceed unless you have clicked “Add”. Poker Applications: An additional Tournament Director role is required for Poker Event applications. The Tournament Director may be a volunteer from your organization or hired. If hired, they must be registered with the Gaming Policy and Enforcement Branch as a Gaming Service Provider.
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., Submitter and Contact columns must each have one box checked. Individuals can have one or multiple roles. Poker Applications: Tournament Dir. must have 1 box checked. 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.

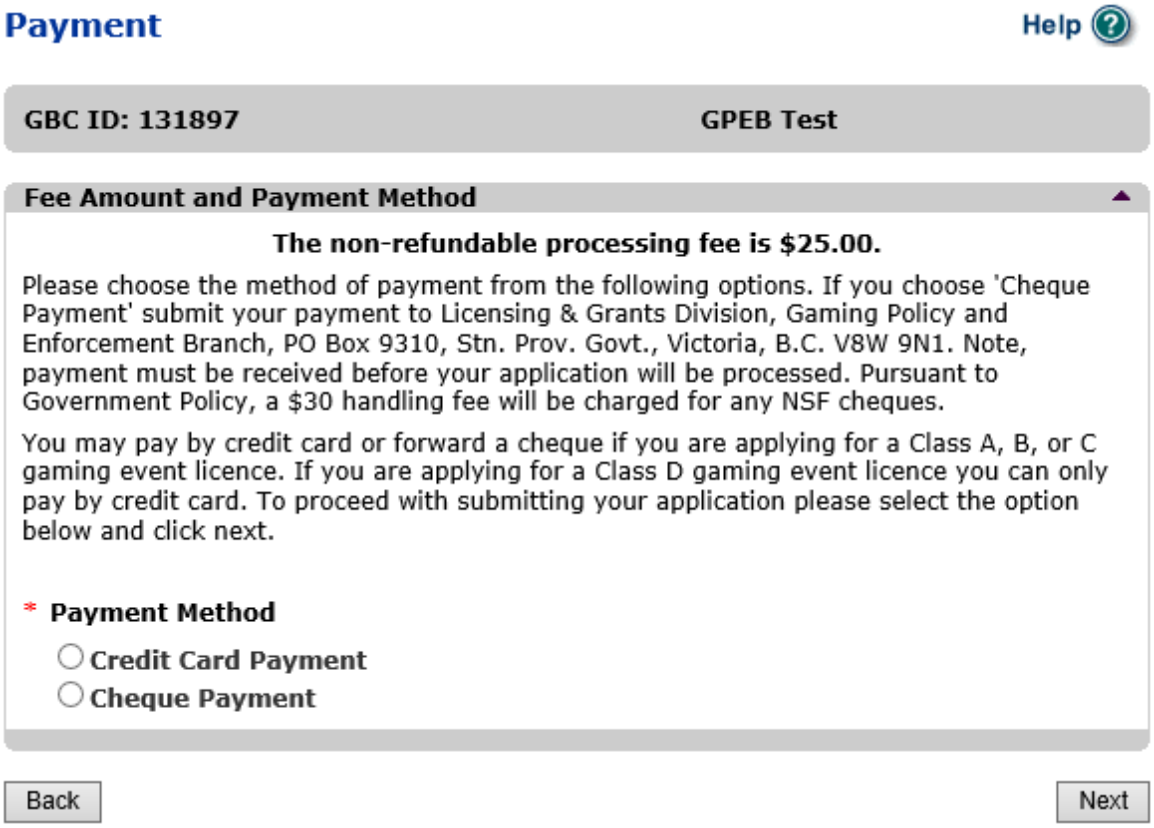
15. Read and agree to the Terms and Conditions

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



16. Select how you will pay the processing fee

Class B applications require a $25 processing fee, payable by cheque or credit card.



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.