

Special Approval for Out-of-Province Travel Application Guide

This guide will provide you with step-by-step instructions on how to complete a Special Approvals application using the Gaming Online Service (GOS). Special Approvals include: Special approval request to use gaming funds for out-of-province travel, Special approval request to use funds for a major capital project, and Special approval request to operate a Fair or Exhibition.

Applying for a Special Approval 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.

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 special approval 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:

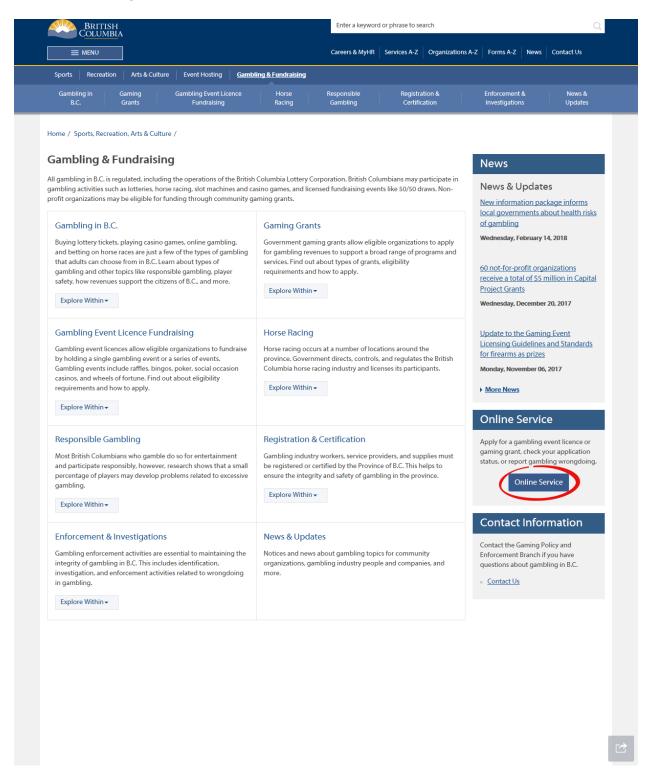
- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time by reviewing the pre-application checklist (see link above).
- Please be aware 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:

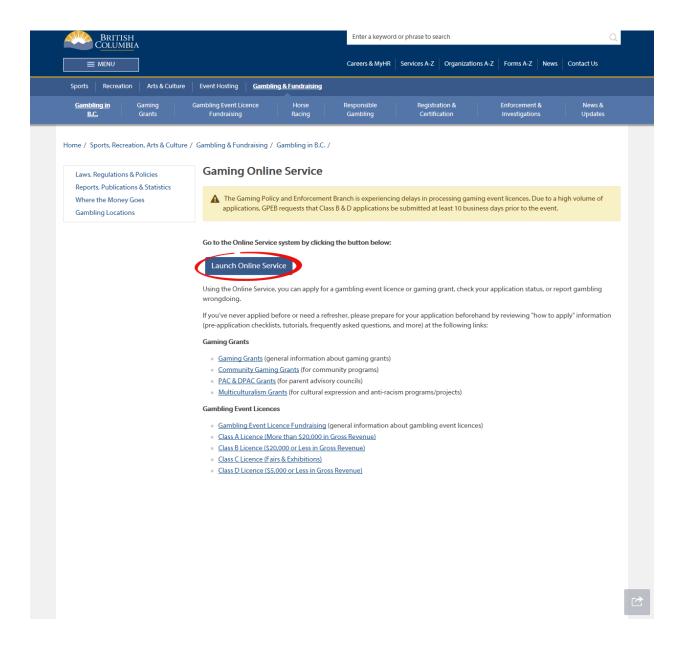
- Make sure that any supporting documents you attach are in one of the following formats:
 - o DOC, DOCX, XLS, XLSX, PDF, JPG
 - Each attachment should have a file extension matching one of the above;
 attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical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

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

You can start a licence application by visiting the GPEB website at gaming.gov.bc.ca. 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 "Special Approvals" on the Online Service web page



Online Service





View Application Status Reports

Gaming Licences Special Approvals

DPAC, PAC or Capital Project Grants

B.C. Home

Gaming Policy and Enforcement Branch

Apply Online Community Gaming

Grants

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

Welcome!

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

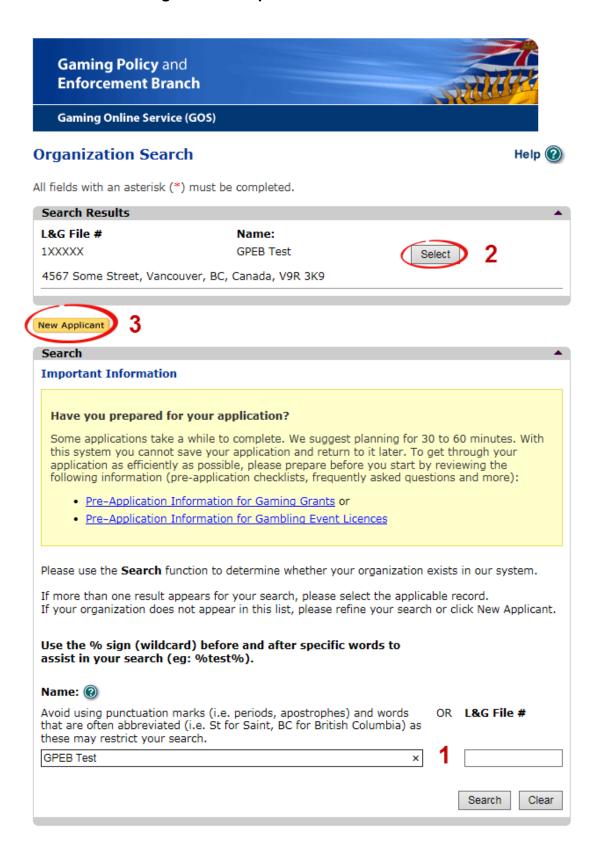
Additional Services for Organizations with a BCeID

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.

↑ Top

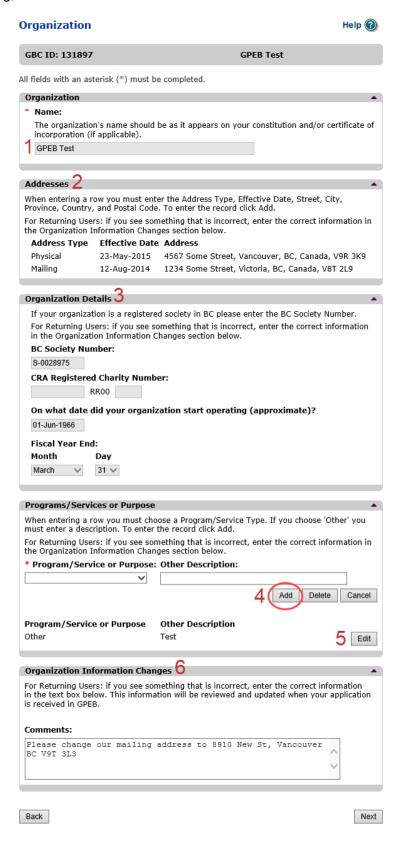
5. Search for the organization's profile or create a new one



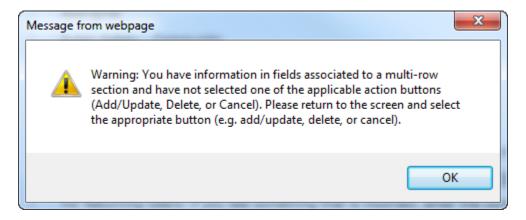
Organization Search	If the organization has applied before, enter the
	organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click the "Search" box.
	Not all organizations need or will be issued an L&G number.
	If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click the "Search" box.
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 (%). E.g. %Rotary Club%
lew Applicant	If it is the organization's first time applying and nothing appears, click 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.

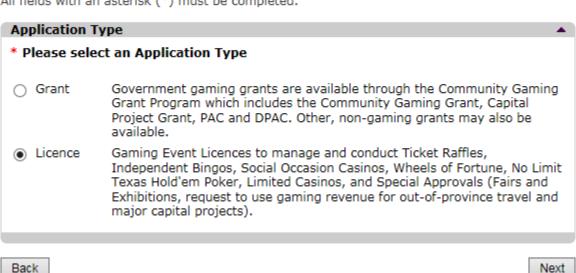
7. Select Licence

Application Selection

Help 🕐



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



8. Select Special Approvals

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 A Class A licence may be issued to an eligible organization for a gaming Class A 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 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 gaming revenue for out-of-province travel and major capital projects). Approvals

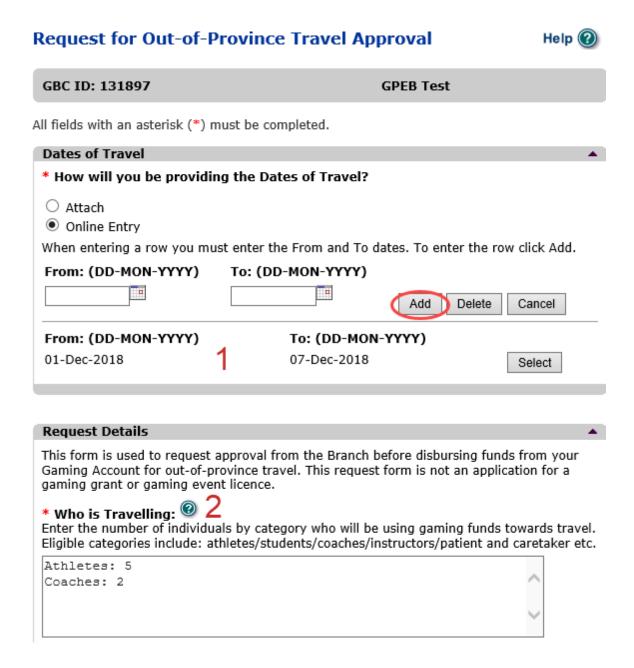
Back

Next

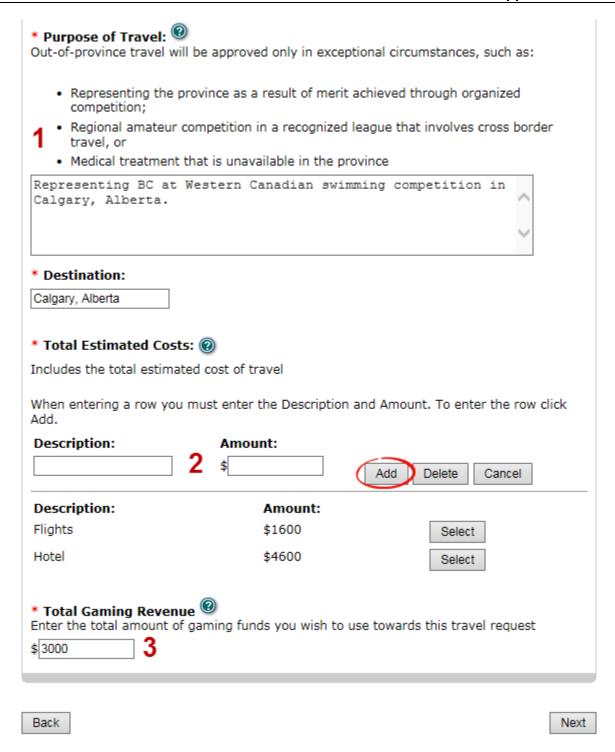
9. Select Special approval request to use gaming funds for out-of-province travel



10. Enter the details of the Special Approval

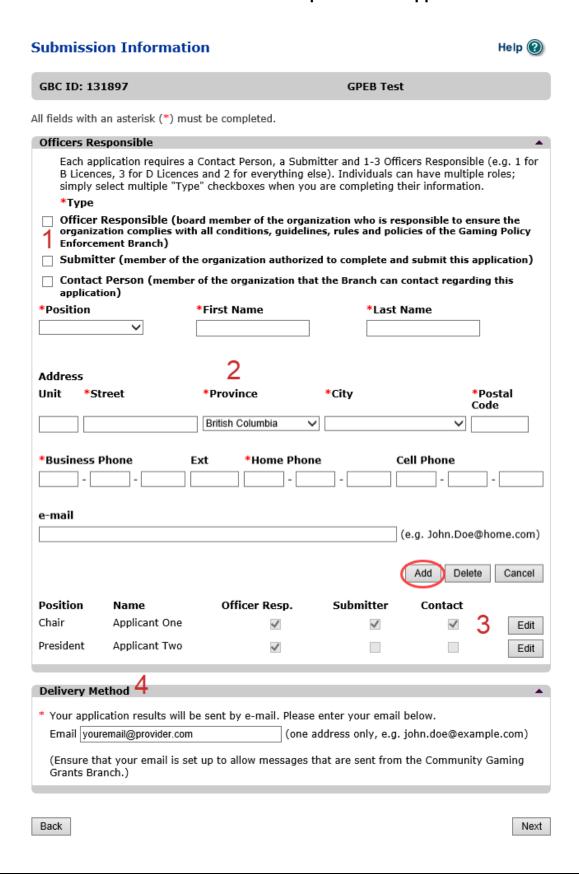


1	Dates of Travel	Enter the departure and return dates of travel. You can enter dates manually or click the calendar icons to select a date. After entering the travel dates, click the "Add" button. This will upload the information. You will not be able to proceed unless you have clicked "Add". Travel must begin after the gaming events you wish to use
2	Who is Travelling	Provide information for the number of individuals that will be participating in the travel. Names of individuals are not required, but the number of individuals in each category are. For example, a sports team travelling with 5 youth athletes, and 2 coaches could write: Athletes: 5, Coaches: 2, as shown.



1	Purpose of Travel	Describe where you will be travelling and why. Out-of-province travel requests will only be approved for certain circumstances such as sporting competitions outside of BC, medical treatment not available in BC, and educational opportunities not available in BC. Include the city or cities, province/state/country, league name or competition (if applicable), educational benefit, and other details of why out-of-province travel is required.
2	Total Estimated Costs	Enter the total estimated travel costs for travel including transportation cost, hotel, etc. After entering a description and estimate for one cost, click the "Add" button. This will upload the information and allow you to enter another cost. You will not be able to proceed unless you have clicked "Add".
3	Total Gaming Revenue	Enter the amount of net gaming revenue to be used towards this travel. Gaming funds may only be used for direct travel costs such as transportation and hotel costs. Gaming proceeds may not be used for per diems or spending money.

11. Submit information of individuals responsible for application



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".
2	Contact Information	Contact information for each individual must include: a position, first and last name, address, city, postal code and at least one of 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. Only one address may be entered.

12. 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.

