

## Class B Licence – Pre-Application Checklist

Before starting to fill out the application form, please make sure you have the following information from your files at hand. This preparation will make applying faster and easier for you and will avoid unnecessary delays in processing by the Gaming Policy and Enforcement Branch.

**APPLICATION PROCESSING TIME:** Applications may take up to three working days to process.

### NOTES:

- Individual sports teams are not eligible for a Class B Licence unless they meet the organizational eligibility criteria outlined in Section 8 of the [Class A and B Licence - Guidelines](#). They are invited to apply for a Class D Licence.
- Liquor, live animals and prohibited or restricted firearms as defined in the Firearms Act (Canada), cannot be offered as prizes.
- Do not click the “Next” button at the end of the online application process (on the “Terms and Conditions” page) unless your application is complete. Once the terms and conditions are accepted the application is submitted.
- Related information and documents as well as general contact information are available on the Gaming Policy and Enforcement Branch website at: [www.gaming.gov.bc.ca](http://www.gaming.gov.bc.ca)

<input checked="" type="checkbox"/>	Required Information	Class B Licence – Pre-Application Checklist
<input type="checkbox"/>	Organization information: <ul style="list-style-type: none"> <li>• Full, legal name (if applicable);</li> <li>• Mailing address associated with the organization;</li> <li>• Program/service or purpose of the organization; and</li> <li>• Organization details – indicate incorporation date or organization start date.</li> </ul>	
<input type="checkbox"/>	Type of gaming event you want to hold (5 choices: ticket raffle, poker, bingo, social occasion casino, and wheel of fortune).	
<input type="checkbox"/>	For Ticket Raffles: <ul style="list-style-type: none"> <li>• Type of raffle (see “Types of Ticket Raffles” in the <a href="#">Ticket Raffles – Standard Procedures</a> on the <a href="#">Gaming Information and Services</a> website);</li> <li>• Start and end dates of ticket sales;</li> <li>• Numbers and prices of tickets for the entire licence period;</li> <li>• Dates, times and locations of all draws;</li> <li>• A list of prizes showing fair market value (FMV) and if the prize was donated, and for raffles where the total value of prizes exceeds \$10,000, proof of ownership or security and actual cost to the organization (if different from the FMV); * and</li> <li>• Ticket raffle details including:               <ul style="list-style-type: none"> <li>• How winners are determined;</li> <li>• Schedule of designated prize days (for calendar raffles); *</li> <li>• Description of the token (for token raffles); * and</li> <li>• Full list of rules (for sports pools and player draft raffles). *</li> </ul> </li> </ul>	

\* Online applicants must either provide a scanned copy of this information in PDF, JPG, DOC(X), or XLS(X) format or submit paper copies by mail (If you choose to submit by mail, your application will not be processed until all relevant documents are received by the Branch.) Mail-in applications must include paper copies of this information.

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<input checked="" type="checkbox"/>	<b>Required Information</b>	<b>Class B Licence – Pre-Application Checklist</b>
<input type="checkbox"/>	<p>For Poker:</p> <ul style="list-style-type: none"> <li>• Event name;</li> <li>• Start/end dates, start/end times and locations for all poker events;</li> <li>• Number of players for each poker event;</li> <li>• Entry fee for each poker event;</li> <li>• Total value of prizes and total projected sales; and</li> <li>• A list of prizes showing fair market value (FMV) and if the prize was purchased or donated.</li> </ul> <p><b>NOTE:</b> The total prize value for each poker event must not exceed \$2,000 and the maximum prize per player is \$1,000.</p>	
<input type="checkbox"/>	<p>For Independent Bingos:</p> <ul style="list-style-type: none"> <li>• Start and end dates (first bingo and last bingo);</li> <li>• Dates, times and locations of all bingos; and</li> <li>• Total value of prizes and total projected sales.</li> </ul>	
<input type="checkbox"/>	<p>For Social Occasion Casinos and Wheels of Fortune:</p> <ul style="list-style-type: none"> <li>• Event name;</li> <li>• Start/end dates, start/end times and location;</li> <li>• Number of games; and</li> <li>• Total projected sales.</li> </ul>	
<input type="checkbox"/>	<p>Description of how the net gaming proceeds from this application will be used to benefit the community.</p>	
<input type="checkbox"/>	<p>Board positions, names, home addresses, e-mail addresses and phone numbers of 1 – 4 members of the organization associated with the application:</p> <ul style="list-style-type: none"> <li>• One must be named as Officer Responsible for the Application;</li> <li>• One must be named as the Submitter (the Officer Responsible may also assume this role); and</li> <li>• One must be named as the Contact Person (the Officer Responsible may also assume this role).</li> </ul> <p>For poker licences, a Tournament Director must be named in addition to the above. This person may be a volunteer member of the organization (possessing sufficient knowledge and skill to fulfill the position) or a registered gaming service provider hired by the licensee. The Tournament Director must be present throughout each poker event.</p> <p><b>NOTE:</b> The Contact Person must be accessible during regular office hours.</p>	

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