

## Class C 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.

You must submit your gambling event licence application and all supporting documents ten (10) weeks or more before the start of your event(s).

### NOTES:

- 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 C Licence – Pre-Application Checklist
<input type="checkbox"/>	Organization information: <ul style="list-style-type: none"> <li>• Name of approved fair or exhibition (new fairs or exhibitions must request to be approved by the Branch before applying for a licence);</li> <li>• Full, legal name (if applicable);</li> <li>• Mailing address associated with the organization; and</li> <li>• Program/service or purpose of the organization.</li> </ul>	
<input type="checkbox"/>	Constitution and bylaws (This applies to organizations that are new to the Branch and to organizations that have changed since their most recent application.) *	
<input type="checkbox"/>	Board of directors list, including their names, positions on the board, home addresses, e-mail addresses and phone numbers. *	
<input type="checkbox"/>	Most recent annual general meeting minutes, including the election of the board and the number of eligible voting members who attended the meeting. *	
<input type="checkbox"/>	Complete financial statements for your organization: <ul style="list-style-type: none"> <li>• Balance sheet from the previous year; *</li> <li>• Revenue and expense statements from the previous year; * and, if applicable</li> <li>• The Gaming Account Summary Report for the previous year. *</li> </ul>	
<input type="checkbox"/>	Voided cheque from your gaming account. The voided cheque must be pre-printed by a financial institution and must include your organization’s full name and the words GAMING ACCOUNT imprinted on it. *  <b>NOTE:</b> Organizations new to the Branch must open their Gaming Account <u>before</u> applying.	
<input type="checkbox"/>	Type of gaming event you want to hold (4 choices: ticket raffle, bingo, wheel of fortune and limited casino).	
<input type="checkbox"/>	For Independent Bingos: <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>	

\* Applicants must provide a scanned copy of this information in PDF, JPG, DOC(X), or XLS(X) format at the time of application.

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<input checked="" type="checkbox"/>	<b>Required Information</b>	<b>Class C Licence – Pre-Application Checklist</b>
<input type="checkbox"/>	<p>For Ticket Raffles:</p> <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> <p><b>NOTE:</b> Applicants for ticket raffles where potential gross revenue may be greater than \$100,000 must submit a sample ticket, marketing plan, method of sale, itemized expenses and costs of conducting the raffle and planned financial and security control processes.</p>	
<input type="checkbox"/>	<p>For 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>For Limited Casinos:</p> <ul style="list-style-type: none"> <li>• Name and address of the registered gaming services provider;</li> <li>• Event name;</li> <li>• Start/end dates, start/end times and location;</li> <li>• Types of table games and number of tables offering the game.</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 2 – 4 members of the organization associated with the application:</p> <ul style="list-style-type: none"> <li>• Two must be named as Officers Responsible for the Application;</li> <li>• One must be named as the Submitter (an Officer Responsible may also assume this role); and</li> <li>• One must be named as the Contact Person (an Officer Responsible may also assume this role).</li> </ul> <p><b>NOTE:</b> The Contact Person must be accessible during regular office hours.</p>	

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