


Class B Poker Event 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 Standards and Procedures 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 Standards and Procedures 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>.

Additional information can be found in the FAQ at <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/questions-contact-info>.

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 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.
- 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:

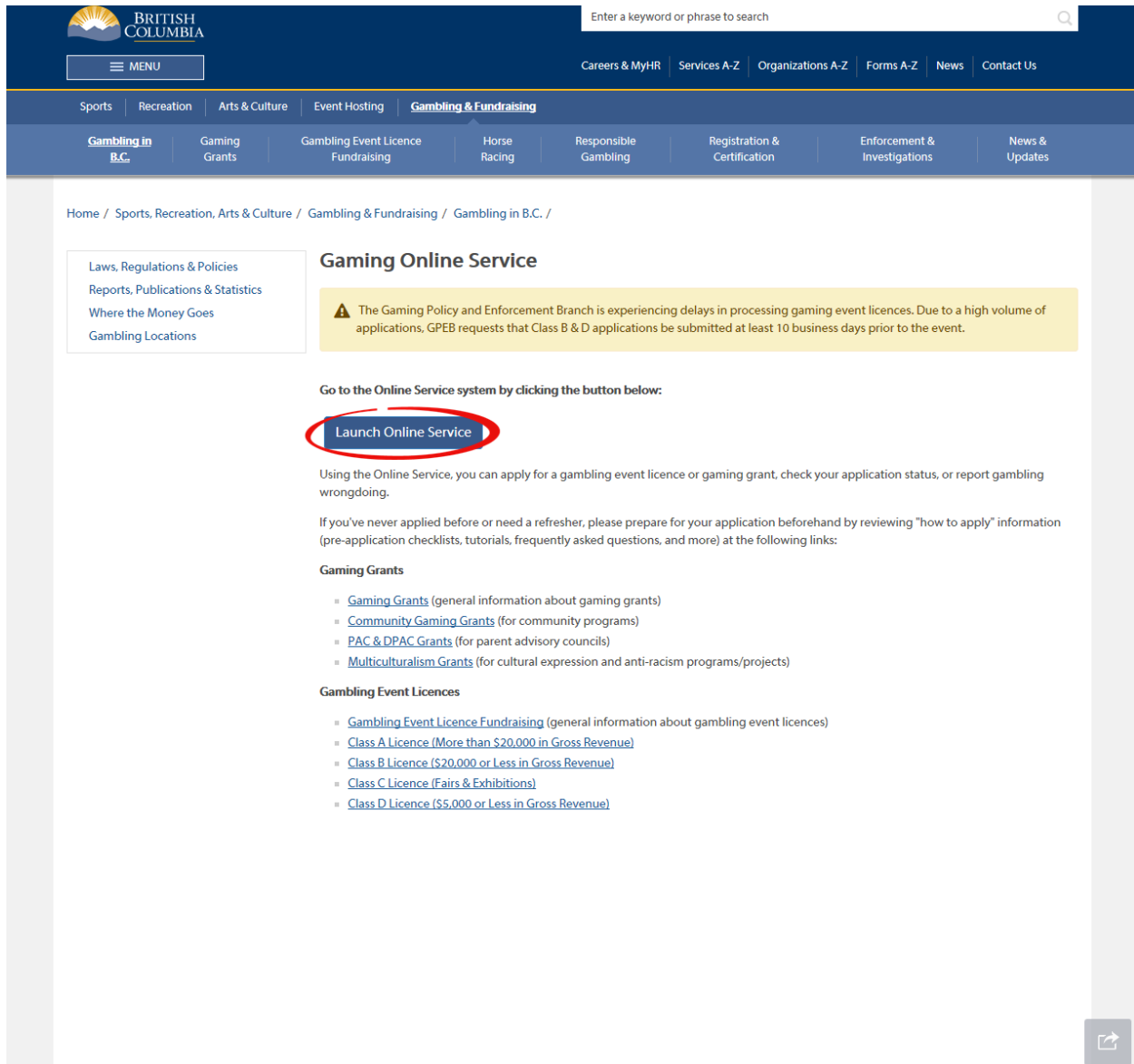
- Make sure that any supporting documents you attach are in one of the following formats:
 - DOC, DOCX, XLS, XLSX, PDF, JPG
 - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical 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 gaming.gov.bc.ca. Look for and click the “Online Service” link as shown below.

The screenshot shows the website's navigation menu with 'Gaming & Fundraising' selected. The main content area features a grid of links: 'Gambling in B.C.', 'Gaming Grants', 'Gambling Event Licence Fundraising', 'Horse Racing', 'Responsible Gambling', 'Registration & Certification', 'Enforcement & Investigations', and 'News & Updates'. On the right, a 'News' sidebar contains recent articles. Below the sidebar, the 'Online Service' section is highlighted with a red circle around the 'Online Service' button. The 'Contact Information' section at the bottom right includes a 'Contact Us' link.

3. Click “Launch Online Service” on the Gaming Online Service web page



BRITISH COLUMBIA

Enter a keyword or phrase to search

MENU

Careers & MyHR | Services A-Z | Organizations A-Z | Forms A-Z | News | Contact Us

Sports | Recreation | Arts & Culture | Event Hosting | **Gambling & Fundraising**

Gambling in B.C. | Gaming Grants | Gambling Event Licence Fundraising | Horse Racing | Responsible Gambling | Registration & Certification | Enforcement & Investigations | News & Updates

Home / Sports, Recreation, Arts & Culture / Gambling & Fundraising / Gambling in B.C. /

Laws, Regulations & Policies
Reports, Publications & Statistics
Where the Money Goes
Gambling Locations

Gaming Online Service

⚠ The Gaming Policy and Enforcement Branch is experiencing delays in processing gaming event licences. Due to a high volume of applications, GPEB requests that Class B & D applications be submitted at least 10 business days prior to the event.

Go to the Online Service system by clicking the button below:

Launch Online Service

Using the Online Service, you can apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.

If you've never applied before or need a refresher, please prepare for your application beforehand by reviewing "how to apply" information (pre-application checklists, tutorials, frequently asked questions, and more) at the following links:

Gaming Grants

- [Gaming Grants](#) (general information about gaming grants)
- [Community Gaming Grants](#) (for community programs)
- [PAC & DPAC Grants](#) (for parent advisory councils)
- [Multiculturalism Grants](#) (for cultural expression and anti-racism programs/projects)

Gambling Event Licences

- [Gambling Event Licence Fundraising](#) (general information about gambling event licences)
- [Class A Licence \(More than \\$20,000 in Gross Revenue\)](#)
- [Class B Licence \(\\$20,000 or Less in Gross Revenue\)](#)
- [Class C Licence \(Fairs & Exhibitions\)](#)
- [Class D Licence \(\\$5,000 or Less in Gross Revenue\)](#)

4. Click “Apply Online” on the Online Service web page

B.C. Home Online Service >> Online Service Printer Version

Gaming Policy and Enforcement Branch
Online Service

Apply Online
- Gaming 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](#)

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 [Apply Online](#) 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](#).

[↑ Top](#)

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



Organization Search

Help ?

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

Search Results

L&G File #	Name:	
1XXXXX	GPEB Test	<input type="button" value="Select"/> 2
4567 Some Street, Vancouver, BC, Canada, V9R 3K9		

3

Search

Important Information

Have you prepared for your application?

Some applications take a while to complete. We suggest planning for 30 to 60 minutes. With this system you cannot save your application and return to it later. To get through your application as efficiently as possible, please prepare before you start by reviewing the following information (pre-application checklists, frequently asked questions and more):

- [Pre-Application Information for Gaming Grants](#) or
- [Pre-Application Information for Gambling Event Licences](#)

Please use the **Search** function to determine whether your organization exists in our system.

If more than one result appears for your search, please select the applicable record.
If your organization does not appear in this list, please refine your search or click New Applicant.

Use the % sign (wildcard) before and after specific words to assist in your search (eg: %test%).

Name: ?

Avoid using punctuation marks (i.e. periods, apostrophes) and words that are often abbreviated (i.e. St for Saint, BC for British Columbia) as these may restrict your search.

OR **L&G File #**

GPEB Test **1**

1	Organization Search	<p>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.</p> <p>**Not all organizations need or will be issued an L&G number.**</p> <p>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.</p>
2	Select Profile	<p>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%</p>
3	New Applicant	<p>If it is the organization's first time applying and nothing appears, click on the yellow "New Applicant" button.</p> <p>If a profile appears, the name is in use. You will need to use a name unique to the organization.</p>

6. Enter the organization's details

If you are returning, ensure that the information is correct and click "Next".

Organization
Help ?

GBC ID: 131897
GPEB Test

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

Organization

* **Name:**
The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).

1

Addresses 2

When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

Address Type	Effective Date	Address
Physical	23-May-2015	4567 Some Street, Vancouver, BC, Canada, V9R 3K9
Mailing	12-Aug-2014	1234 Some Street, Victoria, BC, Canada, V8T 2L9

Organization Details 3

If your organization is a registered society in BC please enter the BC Society Number.
For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

BC Society Number:

CRA Registered Charity Number:
 RR00

On what date did your organization start operating (approximate)?

Fiscal Year End:

Month	Day
<input type="text" value="March"/>	<input type="text" value="31"/>

Programs/Services or Purpose

When entering a row you must choose a Program/Service Type. If you choose 'Other' you must enter a description. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

* **Program/Service or Purpose: Other Description:**

4

Program/Service or Purpose	Other Description
Other	Test

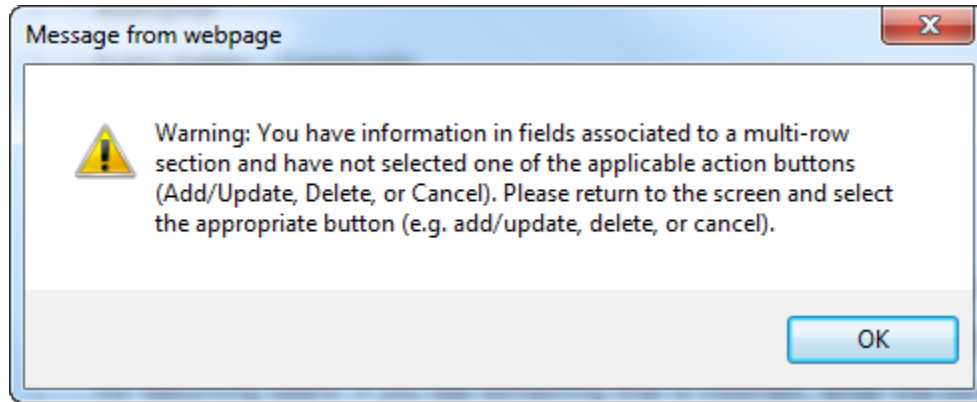
5

Organization Information Changes 6

For Returning Users: if you see something that is incorrect, enter the correct information in the text box below. This information will be reviewed and updated when your application is received in GPEB.

Comments:

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	<p>Within this section you can enter the following:</p> <ul style="list-style-type: none"> • 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 <p>If you do not have the above information, you can leave the field blank.</p>
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	<p>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.</p> <p>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.</p>
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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 Poker Event

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**

- | | |
|--|---|
| <input type="radio"/> Ticket Raffle | Tickets are sold on a chance to win a prize, usually through a draw. |
| <input type="radio"/> Independent Bingo | Held in a community facility rather than a commercial bingo hall. |
| <input type="radio"/> 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 |
| <input type="radio"/> Wheel of Fortune | Held in conjunction with a community event, such as a rodeo, community fair or sports event. |
| <input checked="" type="radio"/> Poker Event | No Limit Texas Hold'em Poker. |

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10. Enter the details of the event

Poker Event

Help 

GBC ID: 131897

GPEB Test

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

Poker Details

* Event Start Date/Time

30-Jun-2018 05:00 PM

1

* Event End Date/Time

30-Jun-2018 11:30 PM

* # of Players:

20

2

* Entry Fee for Players:

\$100

Max Gross Revenue:

\$0.00

Prize Details

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

Online Entry

3

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:

4

Is this prize donated?

Number of Prizes:

Prize Value:

Prize %:

Add

Delete

Cancel

Prize Description	Donated	Number of Prizes	Prize Value	Total Prize %	
1st Prize - Cash	<input type="checkbox"/>	1		30%	Edit
2nd Prize - Cash	<input type="checkbox"/>	1		15%	Edit
3rd Prize - Cash	<input type="checkbox"/>	1	\$50	\$50	Edit
Total Value of all Prizes				\$50	

Event Location Details

5

* Enter Location Name and Address information for the poker Event.

Location:

Poker Location

Unit:

Street:

123 Poker Cres.

City:

Valemount

Province/State:

British Columbia

Country:

Canada

Postal / Zip Code:

V1V 1V1

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Next

1	Poker Event Date	Manually enter the date of the poker event or click the calendar icon to select a date. Include the hour and minutes. Only enter one event at a time, you will have the option to enter more dates on the next screen.
2	Players and Entry Fee	Enter the maximum number of players for this event and the entry fee per player. No single event may have more than 100 players and the entry fee may not exceed \$100.
3	Poker 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.
4	Prize Details	Enter a description of each prize, the number available and the value. Prizes may be a set amount or percentage of gross sales. No single prize may have value greater than \$1000 and the total value of all prizes for the event cannot exceed \$2000. Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
5	Poker Location	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. A venue cannot host more than one licensed poker event per week.

Poker Event List

Help 

GBC ID: 131897

GPEB Test

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

Poker Event List

This section indicates each individual raffle entered and the total projected sales for each raffle.

Start date:	End date:	Total Projected Sales:	
30-Jun-2018 05:00 PM	30-Jun-2018 11:30 PM	\$2000.00	1 <input type="button" value="Select"/> <input type="button" value="Delete"/>
Total gross revenue for all events:		\$2000.00	

Click here to add an additional poker.

2

1	Edit an Event	If there is an error in the event details click on the “Select” button to open the poker event page. From there, the details of the event can be edited.
2	Add an Event	Click on “Add Poker” to create another poker event on a different date. You will be taken to a new poker details screen like the one you just filled in. A location may only host one poker per week and an organization may have up to 52 poker events in a 12 month period.

11. Describe the Use of Net Proceeds

Net Use Of Proceeds

Help 

GBC ID: 131897

GPEB Test

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

Use of Proceeds Details

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

Program expenses including wages, utilities and supplies.

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12. Submit information of individuals responsible for the event

Submission Information

Help 

GBC ID: 131897

GPEB Test

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

Officers Responsible

Each application requires a Contact Person, a Submitter and 1-3 Officers Responsible (e.g. 1 for B Licences, 3 for D Licences and 2 for everything else). Individuals can have multiple roles; simply select multiple "Type" checkboxes when you are completing their information.

***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) 1

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**

Address 2

Unit ***Street** ***Province** ***City** ***Postal Code**

***Business Phone** - - **Ext** ***Home Phone** - - **Cell Phone** - -

e-mail

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

Position	Name	Officer Resp.	Submitter	Contact	
Other	Applicant One	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3 <input type="button" value="Edit"/>

Delivery Method 4

* Your application results will be sent by e-mail. Please enter your email below.

Email (one address only, e.g. john.doe@example.com)

(Ensure that your email is set up to allow messages that are sent from the Community Gaming Grants Branch.)

1	Roles	<p>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".</p> <p>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.</p>
2	Contact Information	<p>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.</p>
3	Number of Members	<p>The Officer Resp., Submitter and Contact columns must each have one box checked.</p> <p>Individuals can have one or multiple roles.</p> <p>Poker Applications: Tournament Dir. must have 1 box checked.</p> <p>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.</p>
4	Delivery Method	<p>Enter the email address the licence and any correspondence will be delivered to. Only one address may be entered.</p>

13. 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

Help 

GBC ID: 131897

GPEB Test

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

Terms and Conditions Details

CONFIRMATION AND ACCEPTANCE:

My acceptance of this statement indicates that I confirm and acknowledge:

- I am a bona fide member of the organization (the "applicant") making this application, and my position, title or role within it is as indicated herein.
- I am authorized to complete and submit this application by and on behalf of the applicant.
- I confirm personally and on behalf of the applicant that all facts stated and information furnished in this application are complete and true.
- The applicant undertakes to comply with all provisions of the Criminal Code, the Gaming Control Act and the Gaming Control Regulation.
- The applicant undertakes to comply with all conditions,

***I agree to the terms and conditions as stated above:**

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14. Select how you will pay the processing fee

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

Payment

Help 

GBC ID: 131897 GPEB Test

Fee Amount and Payment Method

The non-refundable processing fee is \$25.00.

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
- Cheque Payment

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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	<p>Cheques must be made payable to “Minister of Finance” and mailed to the Gaming Policy and Enforcement Branch.</p> <p>Include the application number issued at the end of the application on the memo line.</p> <p>Processing an application will not begin until payment has been received.</p>