


## Class D One Day Series Gaming Licence Application Guide

This guide will provide you with step-by-step instructions on how to complete an application for a Class D 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](mailto: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](http://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 to various gaming-related topics, each with an 'Explore Within' button. On the right sidebar, there is a 'News' section with recent updates and an 'Online Service' section with a button circled in red. Below that is a 'Contact Information' section.

**British Columbia**

Enter a keyword or phrase to search

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

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### Gambling & Fundraising

All gambling in B.C. is regulated, including the operations of the British Columbia Lottery Corporation. British Columbians may participate in gambling activities such as lotteries, horse racing, slot machines and casino games, and licensed fundraising events like 50/50 draws. Non-profit organizations may be eligible for funding through community gaming grants.

<h4>Gambling in B.C.</h4> <p>Buying lottery tickets, playing casino games, online gambling, and betting on horse races are just a few of the types of gambling that adults can choose from in B.C. Learn about types of gambling and other topics like responsible gambling, player safety, how revenues support the citizens of B.C., and more.</p> <p>Explore Within ▾</p>	<h4>Gaming Grants</h4> <p>Government gaming grants allow eligible organizations to apply for gambling revenues to support a broad range of programs and services. Find out about types of grants, eligibility requirements and how to apply.</p> <p>Explore Within ▾</p>
<h4>Gambling Event Licence Fundraising</h4> <p>Gambling event licences allow eligible organizations to fundraise by holding a single gambling event or a series of events. Gambling events include raffles, bingo, poker, social occasion casinos, and wheels of fortune. Find out about eligibility requirements and how to apply.</p> <p>Explore Within ▾</p>	<h4>Horse Racing</h4> <p>Horse racing occurs at a number of locations around the province. Government directs, controls, and regulates the British Columbia horse racing industry and licenses its participants.</p> <p>Explore Within ▾</p>
<h4>Responsible Gambling</h4> <p>Most British Columbians who gamble do so for entertainment and participate responsibly, however, research shows that a small percentage of players may develop problems related to excessive gambling.</p> <p>Explore Within ▾</p>	<h4>Registration &amp; Certification</h4> <p>Gambling industry workers, service providers, and supplies must be registered or certified by the Province of B.C. This helps to ensure the integrity and safety of gambling in the province.</p> <p>Explore Within ▾</p>
<h4>Enforcement &amp; Investigations</h4> <p>Gambling enforcement activities are essential to maintaining the integrity of gambling in B.C. This includes identification, investigation, and enforcement activities related to wrongdoing in gambling.</p> <p>Explore Within ▾</p>	<h4>News &amp; Updates</h4> <p>Notices and news about gambling topics for community organizations, gambling industry people and companies, and more.</p>

**News**

#### News & Updates

[New information package informs local governments about health risks of gambling](#)  
Wednesday, February 14, 2018

[60 not-for-profit organizations receive a total of \\$5 million in Capital Project Grants](#)  
Wednesday, December 20, 2017

[Update to the Gaming Event Licensing Guidelines and Standards for firearms as prizes](#)  
Monday, November 06, 2017

► [More News](#)

**Online Service**

Apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.

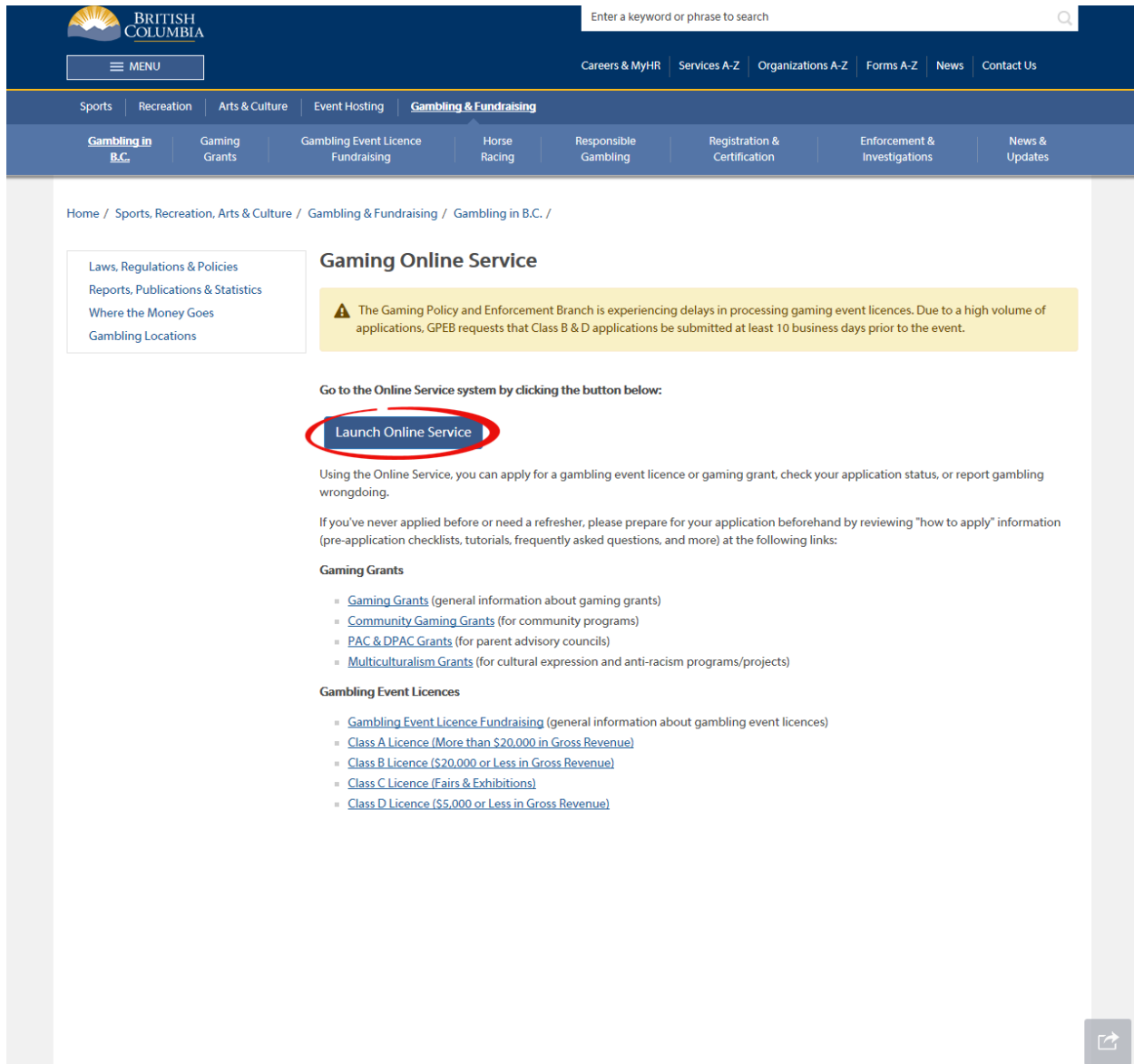
[Online Service](#)

**Contact Information**

Contact the Gaming Policy and Enforcement Branch if you have questions about gambling in B.C.

▮ [Contact Us](#)

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



BRITISH COLUMBIA

Enter a keyword or phrase to search

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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

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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](#)

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**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"/> <b>2</b>
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&amp;G number in the "L&amp;G File #" bar if one has been issued and click on the "Search" box.</p> <p><b>**Not all organizations need or will be issued an L&amp;G number.**</b></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:**

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

**Fiscal Year End:**

<b>Month</b>	<b>Day</b>
<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

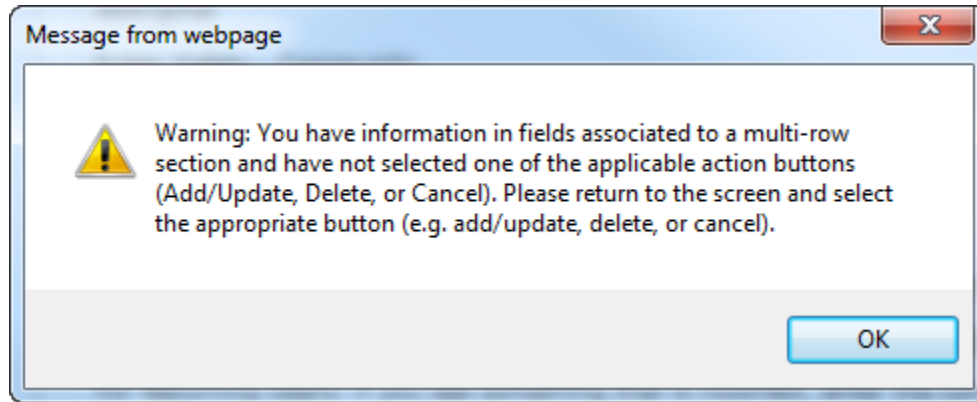
**Organization Information Changes** 6

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:**

Please change our mailing address to 8910 New St, Vancouver BC V9T 3L3

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"> <li>• B.C. Society Number</li> <li>• CRA Registered Charity Number</li> <li>• The date when your organization began operations; AND</li> <li>• The organization's fiscal year end month and date</li> </ul> <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.



<p>Error Window</p>	<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 D 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**

- |                                  |                   |  |
|----------------------------------|-------------------|--|
| <input checked="" 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.    |

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## 10. Select One Day – 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:**

<input type="radio"/> 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.
<input type="radio"/> 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.
<input type="radio"/> 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.
<input type="radio"/> Token	Based on a regular raffle. Winner is determined by an object or token, e.g. Duck Race, Golf Ball Drop, Poker Ride.
<input type="radio"/> 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.
<input type="radio"/> 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.
<input checked="" type="radio"/> 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.
<input type="radio"/> 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.
<input type="radio"/> 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. Enter the details of the event

### Multiple Single Event Ticket Raffle

Help 


GBC ID: 131897

GPEB Test


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

#### Ticket Details

\* Ticket sale start date:

1  

\* Ticket sale end date:



#### 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)

for \$

2 \*Total Number of Tickets:

Add

Delete

Cancel

Ticket Price (eg: 2 for \$3.00)

1 for \$2

Total Number of Tickets:

100

Total Ticket Sales

\$200

Edit

3 for \$5

99

\$165

Edit

Total Projected Sales \$365 **3**

#### Raffle Details

\* Raffle name and/or type:

\*Excluding 50/50 Raffles\* **4**

\* Raffle Description:

1	Ticket Details	<p>Select the start and end dates of ticket sales. You can enter dates manually or click on the calendar icons to select a date. Ticket sales and draws must occur on the same day.</p> <p>Only enter ticket sale information for one raffle. You will have the option of adding additional raffles on the next screen.</p>
2	Ticket Prices	<p>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.</p> <p>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".</p> <p>Only enter ticket information for one raffle. You will have the option of adding additional raffles on the next screen.</p> <p><b>**No single ticket may cost more than \$2. Bundles of tickets may be sold for more than \$2 provided no single ticket is more than \$2. For example, 3 for \$5 is acceptable while 2 for \$5 is not.**</b></p>
3	Total Projected Sales	<p>The total projected sales are the maximum ticket sales. You may sell less than this amount but you may not sell more.</p>
4	Raffle Details	<p>Write the type of raffle and a brief description.</p> <p><b>Note: 50/50s are only permitted on Percentage Draw licences.</b></p>



**Location**

\* 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:** 1

Draw Location

**Unit:**  **Street:** 123 Location Rd.

**City:** Cache Creek **Province/State:** British Columbia **Country:** Canada **Postal / Zip Code:** V4V 4V4

**Raffle Prize**

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

**Online Entry** 2

**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:	Is this prize donated?	Number of Prizes:	Prize Value:	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Add Delete Cancel

Prize Description	Donated	Number of Prizes	Prize Value	Total	
Gift card	<input checked="" type="checkbox"/>	1	\$100	\$100	Edit
Gift cards	<input type="checkbox"/>	5	\$100	\$500	Edit
<b>Total Value of all Prizes</b>				\$600	4

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1	Location	<p>Include the draw location name, address, city and postal code.</p> <p>If you are adding multiple raffles you can write "same location" for any additional raffles.</p>
2	Raffle Prize	<p>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.</p>
3	Enter Prize Information	<p>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".</p> <p>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.</p> <p><b>**No single prize may have fair market value greater than \$500. This includes purchased prizes and donated prizes.**</b></p>
4	Total Value of all Prizes	<p>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.</p> <p><b>**The value of purchased prizes may not exceed 50% of the Total Projected Sales. Donated prizes are not included in this calculation. For the prizes above, Total Projected Sales would need to be at least \$1000.**</b></p>
<p><b>**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 <a href="mailto:gaming.licensing@gov.bc.ca">gaming.licensing@gov.bc.ca</a>**</b></p>		

## Multiple Regular Raffles - Single Day

Help 

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GPEB Test

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

Raffle Event List		
Raffle name	Raffle Description	Total Projected Sales:
Basket Draw	Ticket buyers place tickets into draws for baskets they are interested in.	\$365
		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<b>Total gross revenue for all events: \$365</b>		

Click here to add an additional raffle.

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.

## 12. 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 ?](#)

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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:**

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

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### 13. Submit information of individuals responsible for event

#### Submission Information

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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)**
- 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**

**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"/>	<input type="button" value="Edit"/>
Other	Applicant Two	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>
Other	Applicant Three	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>

#### Delivery Method

\* 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	Click on 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 business or home phone number.
3	Number of Members	<p>The Officer Resp. column must have three boxes checked. Submitter and Contact must each have one box checked.</p> <p>Individuals can have one or multiple roles.</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	Enter the email address the licence and any correspondence will be delivered to. Only one address may be entered.

## 14. 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 

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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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## 15. Select how you will pay the processing fee

Class D applications require a \$10 processing fee, payable credit card. Payment must be made at the time of application and cannot be paid later or over the phone.

### Payment

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#### Fee Amount and Payment Method

**The non-refundable processing fee is \$10.00.**

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

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