


## 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.

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 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.
- 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 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 is a grid of eight categories, each with a brief description and an 'Explore Within' button. The 'Online Service' button is circled in red. On the right, there are sections for 'News' and 'Contact Information'.

Category	Description	Action
Gambling in B.C.	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.	Explore Within
Gaming Grants	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.	Explore Within
Gambling Event Licence Fundraising	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.	Explore Within
Horse Racing	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.	Explore Within
Responsible Gambling	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.	Explore Within
Registration & Certification	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.	Explore Within
Enforcement & Investigations	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.	Explore Within
News & Updates	Notices and news about gambling topics for community organizations, gambling industry people and companies, and more.	

**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

**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

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. /

**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"/> <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 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 the "Search" box.</p>
2	Select Profile	<p>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%</p>
3	New Applicant	<p>If it is the organization's first time applying and nothing appears, click 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:**

<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

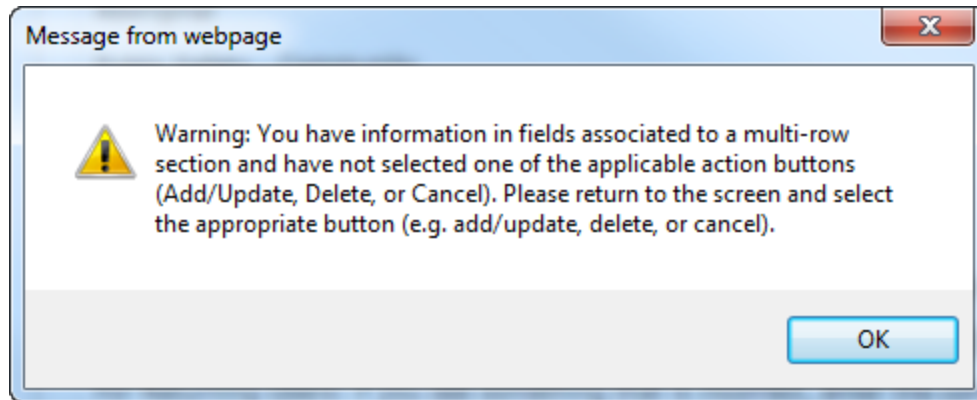
**Organization Information Changes** 6

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 Special Approvals


## 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 Special approval request to use gaming funds for out-of-province travel

### Special Approvals

[Help ?](#)

GBC ID: 131897

GPEB Test

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

#### Types of Special Approvals

\* Please select a Request Type:

- Special approval request to use gaming funds for out-of-province travel
- Special approval request to use funds for a major capital project
- Special approval request to operate a Fair or Exhibition

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## 10. Enter the details of the Special Approval

### Request for Out-of-Province Travel Approval

Help 

GBC ID: 131897

GPEB Test

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

#### Dates of Travel

**\* How will you be providing the Dates of Travel?**

- Attach
- Online Entry

When entering a row you must enter the From and To dates. To enter the row click Add.

**From: (DD-MON-YYYY)**

**To: (DD-MON-YYYY)**

Add

Delete

Cancel

**From: (DD-MON-YYYY)**

**To: (DD-MON-YYYY)**

01-Dec-2018


1

07-Dec-2018

Select

#### Request Details

This form is used to request approval from the Branch before disbursing funds from your Gaming Account for out-of-province travel. This request form is not an application for a gaming grant or gaming event licence.

**\* Who is Travelling:**  2


Enter the number of individuals by category who will be using gaming funds towards travel. Eligible categories include: athletes/students/coaches/instructors/patient and caretaker etc.

Athletes: 5

Coaches: 2

1	Dates of Travel	<p>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”.</p> <p>Travel must begin after the gaming events you wish to use net gaming proceeds from have occurred.</p>
2	Who is Travelling	<p>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.</p>



**\* Purpose of Travel:** 


Out-of-province travel will be approved only in exceptional circumstances, such as:

- Representing the province as a result of merit achieved through organized competition;
- 1** • Regional amateur competition in a recognized league that involves cross border travel, or
- Medical treatment that is unavailable in the province

Representing BC at Western Canadian swimming competition in Calgary, Alberta.

**\* Destination:**

Calgary, Alberta

**\* Total Estimated Costs:** 

Includes the total estimated cost of travel

When entering a row you must enter the Description and Amount. To enter the row click Add.

**Description:**

**2**

**Amount:**

\$

**Description:**


Flights

**Amount:**

\$1600

Hotel

\$4600

**\* Total Gaming Revenue** 

Enter the total amount of gaming funds you wish to use towards this travel request

\$

**3**

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

### 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	
Chair	Applicant One	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: red; font-size: 24px; vertical-align: middle;">3</span> <input type="button" value="Edit"/>
President	Applicant Two	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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	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	<p>The Officer Resp. column must have two 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.

## 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

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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