



Victorian Commission  
for Gambling Regulation

# Registration of Bookmakers

## Notes & Frequently Asked Questions

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Victorian Commission for Gambling Regulation

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## **General Information**

### **1. Who is a bookmaker?**

Under Section 1.3(1) of the *Gambling Regulation Act 2003* (the Act), a bookmaker is a person who (whether on the person's own account or as an employee or agent of any other person) carries on the business or vocation of or acts as a bookmaker or turf commission agent; and/or a person who gains or endeavours to gain a livelihood wholly or partly by betting or making wagers on a racing or sporting event. Bookmakers are required to be registered with the Victorian Commission for Gambling Regulation (VCGR).

### **2. How are bookmakers registered in Victoria?**

The VCGR has been responsible for the registration of bookmakers since 1 January 2009. Anyone wishing to work as a bookmaker in Victoria must apply for approval to be registered. Registration application forms are available on the VCGR website at [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au) for corporations or sole traders.

### **3. Do bookmakers still need to be licensed by the relevant racing industry controlling body?**

Yes. Bookmakers must also obtain a club bookmaker's licence from the relevant racing industry controlling body – Racing Victoria Limited, Harness Racing Victoria or Greyhound Racing Victoria. Licences provide the authority for bookmakers to field at race meetings of each racing code and in some cases, to conduct 24 hour trading at racecourses. The contact details in relation to club bookmaker's licence applications are as follows –

#### **Racing Victoria Limited (RVL)**

Ph 9258 4258 Email – [information@racingvictoria.net.au](mailto:information@racingvictoria.net.au)

Racing Victoria Centre

400 Epsom Road, Flemington VIC 3031

[www.racingvictoria.net.au](http://www.racingvictoria.net.au)

#### **Harness Racing Victoria (HRV)**

Ph 8378 0200 Email – [info@hrv.org.au](mailto:info@hrv.org.au)

PO Box 184, Moonee Ponds VIC 3039

[www.hrv.org.au](http://www.hrv.org.au)

#### **Greyhound Racing Victoria (GRV)**

Ph 8329 1100 Email – [admin@grv.org.au](mailto:admin@grv.org.au)

46-50 Chetwynd Street, West Melbourne VIC 3003

[www.grv.org.au](http://www.grv.org.au)

### **4. Do the relevant racing industry controlling bodies provide Rules of Racing for licensed bookmakers?**

Yes.

RVL provides a number of Rules of Racing for licensed bookmakers, which can be viewed by going to:

[www.racingvictoria.net.au/p\\_Rules\\_of\\_Racing.aspx](http://www.racingvictoria.net.au/p_Rules_of_Racing.aspx)

HRV provides the 'Australian Harness Racing Rules', which includes Rules for bookmakers under each state jurisdiction and can be viewed by going to: [www.harness.org.au/index.cfm?p=f&id=/rules/index.htm](http://www.harness.org.au/index.cfm?p=f&id=/rules/index.htm)

GRV provides the 'Betting and Bookmakers Rules', which can be viewed by going to:

[www.grv.org.au/Participants/Rulebook.aspx](http://www.grv.org.au/Participants/Rulebook.aspx)

**5. What happens after registration is granted?**

If a registration is granted, the bookmaker will also be given registration Directions which give a bookmaker an ongoing responsibility to notify the VCGR of specified changes in their situation within 14 days of the change taking place. If the VCGR is **not** notified of a specified change, disciplinary action may be taken against the bookmaker and/or the bookmaker may be prosecuted and fined. For further information click here: [Grounds for Disciplinary Action against a Registered Bookmaker](#).

**6. Does a bookmaker need to be registered by the VCGR before applying to the relevant racing industry controlling body for a licence?**

Yes. Applicants must first apply for registration as a bookmaker with the VCGR and then obtain a licence from RVL, HRV or GRV. Please note that you are not able to perform any duties as a bookmaker without having both your registration *and* licence approved.

**Registration as a Bookmaker**

**7. What is the minimum age at which you may apply for registration?**

Applicants must be at least 18 years of age.

**8. Is there an application form?**

Yes. Application forms are available on the VCGR website at [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au). To access the application, click on the Forms and Submissions/Application Forms link on the home page and choose 'Bookmaker's Registration - Sole Trader - Smart Form'. These forms are "smart forms" designed to be completed online before being printed, signed and lodged with the VCGR.

You are encouraged to use this Smart Form as it will guide you in answering questions and reduce the risk of errors which might result in your application being returned to you for correction. However, a hard copy application form can also be obtained by contacting the Commercial Licensing and Monitoring Unit at [Key.Licences@vcgr.vic.gov.au](mailto:Key.Licences@vcgr.vic.gov.au).

**9. How does the application process work?**

**STEP 1:**

- If you have not been previously fingerprinted in relation to a VCGR application, you must attend the VCGR or, if you live more than 50kms from the Melbourne CBD, a regional police station for fingerprinting. Note: If you have been previously fingerprinted, you must contact the Commercial Licensing and Monitoring Unit to confirm that fingerprinting will **not** be required.
- Apply for the appropriate National Police Certificate (NPC)

**STEP 2:**

- Apply for your Credit Report
- Obtain 2 Colour Passport Photos (with your name printed on the back of each photo)

**STEP 3:**

- When you have received your NPC and Credit Report you may complete the application form and sign the form where required (Note: Answer all questions and ensure that all names included in the application form match those in your NPC and Credit Report)

**STEP 4:**

- Lodge form with VCGR

**10. Is there a registration fee payable?**

There is currently no fee for this application

**11. What information do I need to provide when I submit my application?**

The information that you need to provide is explained in detail in the information pages of the application forms.

**12. What matters will the VCGR assess in determining an application?**

Applicants and each of their associates and business associates are required to be of good repute, having regard to character, honesty and integrity. Applicants and each of their associates and business associates are also required to be of sound and stable financial background and must not have undesirable or unsatisfactory financial resources.

**13. Is a guarantee required?**

Yes. A guarantee is required to cover intended bookmaking operations. Under Section 94A of the *Racing Act 1958*, the guarantee (bond) can be arranged between the applicant and the Victorian Bookmakers' Association in the determined amount, in the circumstances and to the extent provided for by this section of the Act, to satisfy defaults made. Alternatively, arrangements satisfactory to the VCGR may be made.

Under Section 4.5A.5 of the Act, the VCGR cannot determine a bookmaker's application for registration until satisfied that the applicant has appropriate bond arrangements.

**14. Can part of the application be lodged now and the rest later to get the process started?**

No. Incomplete or incorrectly completed applications (including where any required attachments are not provided) will **not** be accepted and will be returned to the applicant. Processing will not commence until a complete and correct application is submitted.

**15. What should I do if I need assistance on how to complete my application?**

Before seeking assistance please re-read the instructions in the application form. These documents have been developed to assist you in completing the forms. Experience has shown that they generally contain the information that is sought. If you are still in doubt, you may obtain general information by contacting a Licensing Analyst by email [Key.Licences@vcgr.vic.gov.au](mailto:Key.Licences@vcgr.vic.gov.au), or by telephone (03) 9651 3655.

**Please note: VCGR staff cannot provide legal advice on your application. You should seek your own legal advice if required.**

**16. How long does the registration process take?**

VCGR staff process applications as quickly as possible. Generally, an applicant may expect that the processing of their application will take two to three months. Due to the unique nature of each registration application, however, and the analysis and checks required, there is no set time for processing.

To help reduce processing times, applicants should fully and correctly complete application forms in the requested manner, and respond as quickly as possible to requests for additional information. Please note that financial reports must be completed in accordance with the guidelines provided. It is important to prevent delays, and to avoid additional costs associated with obtaining new reports or certifications, that you provide financial reports and certifications exactly as specified in application forms.

You will be advised in writing of the VCGR's decision as soon as it occurs.

**17. Why do some applications take longer to process than others?**

It might be that there are issues arising with your application that require clarification. If additional information is required following the lodgement of your complete application, it will be requested in writing.

**18. How is the decision about my application made and how will I find out?**

Your application will be considered at a scheduled meeting of the VCGR. Applications are generally determined by the VCGR at its public meetings. However, some matters are decided at the VCGR's private meetings which are not open to the public.

Applicants and associates are given the opportunity to lodge an objection to their matter being considered at public meetings. If the objection is considered valid, the VCGR will determine the application in a private meeting. The VCGR generally conducts its public meetings on a fortnightly basis on Tuesdays at 10am on 5<sup>th</sup> floor, 35 Spring St, Melbourne. Any member of the public may attend these meetings.

You will be advised in writing within a few days when the VCGR has made its decision on your application. Decisions are also published on the VCGR's website within 14 days. The names of registered bookmakers are listed on the VCGR's website.

**19. Can you advise me about the status of my application?**

The VCGR will send you confirmation of receipt of your Application for Registration as a Bookmaker. VCGR staff are not able to give you a specific date that your application will be determined. You should provide advice in writing if there is urgency about your application.

**20. What is a nominee and when am I required to lodge a nominee application?**

The Act requires that if a corporation is approved as a registered bookmaker, it must nominate a person to be approved by the VCGR to be responsible as the nominee on behalf of the corporation. This provision ensures that one person is accountable for the management and control of the bookmaking business, with the person nominated and approved being liable under the Act as a registered bookmaker. The nominee is responsible for ensuring that the bookmaking business is operated legally. Lodgement of a completed nominee application form, with required attachments, **must** be made at the time of applying to register as a bookmaker.

If an existing nominee resigns, is dismissed or ceases to manage or control the business, the registration holder must nominate another individual to be approved as a nominee.

**21. What are the responsibilities of a nominee?**

Nominees of a registered bookmaking corporation play an important role in the regulation of Victoria's racing industry, in ensuring responsible, honest and crime free betting and wagering takes place as part of their business.

Once an application to be nominee is approved by the VCGR that person is accountable for the management and control of the business. A nominee is liable under Section 4.5A.8 of the Act as a registered bookmaker and may, as well as the registered bookmaking corporation, be prosecuted for any breaches of this Act by the corporation.

**22. How do I obtain a nominee application form?**

Nominee application forms can be obtained from the VCGR's website, by email at [Key.Licences@vcgr.vic.gov.au](mailto:Key.Licences@vcgr.vic.gov.au) or by telephone (03) 9651 3655.

When submitting your nominee application form you will need to provide an original copy of your National Police Certificate (NPC), an Australian Securities and Investments Commission (ASIC) 'Historical Personal Extract' and your original Credit Report. Also required is a copy of the minutes of the board or committee meeting recording your nomination as its nominee. **It is essential to ensure that the issue date for each NPC, ASIC and Personal/Business Credit Report is not older than three months at the time of lodging the application, otherwise applications will be returned.**

**23. Who is regarded as an associate of an applicant for registration as a bookmaker?**

Under the Act, an associate of a registered bookmaker includes—

- a person who holds or will hold any relevant financial interest, or is or will be entitled to exercise any relevant power (whether in right of the person or on behalf of any other person) in the gambling business of the gambling industry participant, and by virtue of that interest or power, is

able or will be able to exercise a significant influence over or with respect to the management or operation of that business; or

- a person who is or will be an executive officer, whether in right of the person or on behalf of any other person, of the gambling business of the gambling industry participant.

**Examples of persons who may be associates are:-**

- each director, public officer, chief executive, chief financial officer, committee or board member of corporate bookmakers or associated entity;
- shareholders who own 10% or more of shares of the applicant/operator or associated entity with voting rights or income entitlements;
- all committee members, or members of the board of management;
- partners with a partnership interest of 10% or greater in income or voting entitlements of the applicant or associated entity;
- where the applicant or associated entity is a trust, the trustee of the trust. In the case of a corporate trustee, all directors of that trustee company;
- trust unit holders or beneficiaries who, by virtue of the Trust Deed, have voting rights enabling them to remove or change the trustee, or to influence decisions of the trustee;
- any associate who could exercise a significant influence over or with respect to the management or operation of the bookmaking business.

Subsequent investigations by the VCGR may reveal additional associates of the applicant. These individuals or entities will also be required to complete and submit an appropriate associate form.

**24. I am, or have been previously approved by, the VCGR as an associate of a registered bookmaker. Do I need to reapply for approval as part of the renewal of that registration or to become an associate of another registered bookmaker?**

Approval as an Associate is granted in respect of the bookmaker for whom approval for registration was sought, and for the life of that registration (provided the associate is not removed, resigns or otherwise ceases to be an associate).

You will need to reapply upon renewal of a bookmaker's registration or if you want to become an Associate of another registered bookmaker. Your application will need to be accompanied by the necessary documentation and you will not be able to rely on documents provided in respect of your previous application, unless they are not older than three months at the application lodgement date.

**25. How do I obtain the associate application forms?**

Associated Individual or Associated Entity application forms can be obtained at [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au). For those without access to a computer they can also be obtained by email at [Key.Licences@vcgr.vic.gov.au](mailto:Key.Licences@vcgr.vic.gov.au) or by telephone (03) 9651 3655, but filling out the form on the VCGR website is the preferred option.

When submitting your Associated Individual application form you will need to provide an original copy of your NPC, an ASIC 'Historical Personal Extract' and an original Credit Report. It is essential to ensure that the issue date for each NPC, ASIC and Credit Report is not older than three months at the application lodgement date, otherwise the application will be returned to you.

When submitting an Associated Entity application form you will need to provide an original of the entity's ASIC 'Historical Organisational Extract' and an original Business Credit Report (see application forms for details). It is essential to ensure that the issue date for each ASIC and Credit Report is not older than three months at the application lodgement date; otherwise the application will be returned to you. Also required is a copy of the minutes of the meeting where you were approved as a director or a committee member.

**26. Can another person obtain access to any personal information that I provide to the VCGR?**

The only information which can be released without your consent is whether you have applied for or hold current registration and the particulars of any disciplinary action taken against you by the VCGR. Unless

you have provided written authorisation, no other information will be released about you, or your application, to any other person other than persons permitted under the Act.

## **Credit Check and National Police Certificate Requirements**

### **27. Why do I need to provide a Personal/Business Credit Report to apply for registration?**

Under Section 4.5A.4(2)(c) of the Act, the VCGR must make an assessment of whether an applicant is of sound and stable financial background.

Your Personal/Business Credit Report discloses any bankruptcy, as well as proceedings under part IX or X of the *Bankruptcy Act* and overdue and/or default accounts.

If you are aware of any court judgments or default accounts that are not disclosed in your Personal/Business Credit Report, you must disclose them in the application form.

### **28. Why do I need a National Police Certificate (NPC)?**

The VCGR is committed to ensuring that all persons working as a bookmaker meet appropriate probity standards and are of good character, suitable for being employed in the wagering industry.

The information contained in an NPC assists the VCGR in its task, but is only one of the factors which the VCGR takes into account when assessing an application. All matters detailed in your NPC are taken into consideration by the VCGR in making an assessment of your character, honesty and integrity. Should you wish to dispute any of the information disclosed in your NPC, you should do so prior to lodging your application form, by writing to The Manager, Public Enquiry Service, Records Services Division, Victoria Police, PO Box 418, Melbourne Victoria 3005.

### **29. How do I obtain an NPC?**

If you live in Australia, an **original NPC must** be provided with your application form. No matter where you reside in Australia, an NPC is obtained from the **Victoria Police** by completing a 'Consent to Check and Release National Police Record' form (consent form) which can be downloaded at [www.vcgr.vic.gov.au/VictoriaPoliceConsentform](http://www.vcgr.vic.gov.au/VictoriaPoliceConsentform).

If you **have not** been previously fingerprinted in relation to any VCGR application you must choose the "Name Check and Fingerprint Records Search" NPC option. You can confirm the fee for this type of NPC at [www.vcgr.vic.gov.au/FeeforNameCheck&FingerprintSearch](http://www.vcgr.vic.gov.au/FeeforNameCheck&FingerprintSearch).

If you **have** been previously fingerprinted in relation to a VCGR application you must contact the Commercial Licensing and Monitoring Unit at [Key.Licences@vcgr.vic.gov.au](mailto:Key.Licences@vcgr.vic.gov.au) or on (03) 9651 3655. If your fingerprints are already currently recorded, you will be advised to choose the "National Name Check" NPC option. You can confirm the fee for this type of NPC at [www.vcgr.vic.gov.au/FeeforNationalNameCheck](http://www.vcgr.vic.gov.au/FeeforNationalNameCheck).

Should you have any difficulty in accessing the consent form please contact the Commercial Licensing and Monitoring Unit at [Key.Licences@vcgr.vic.gov.au](mailto:Key.Licences@vcgr.vic.gov.au) or on (03) 9651 3655. For any other questions in relation to your police record check, you may contact the Public Enquiry Service of Victoria Police on 1300 881 596 between 8am and 5pm.

Please note that:

- **You must cross the box 'Casino or gaming licence' in 'Section E: Purpose of check', Option 1;**
- A 100 point identity check is incorporated into the consent form;
- An authorised certifier must witness and certify identity documents and signature of applicant; and
- The completed consent form, together with the certified documents and fee must then be posted for processing.

In addition, when you apply to Victoria Police for your NPC for the purpose of obtaining your registration as a bookmaker, you **must** ensure that you provide the following details in the NPC application form [as stated in the 'Personal Particulars' section of your VCGR application form]:

- Your first name, middle name/s, surname;
- Any preferred name to appear on your identity card;
- Any alias(es), previous names, maiden name, name changes (legal or otherwise) as well as names you have used or by which you have been known.

If such names are not shown on your NPC, your application will **not** be accepted. You should allow ten working days from the date applications are received at the Public Enquiry Service of Victoria Police for applications to be processed.

### 30. Why do I need to be fingerprinted?

A fingerprint check provides indisputable identification of a person. It also assists the VCGR with ongoing monitoring of the suitability of persons in the industry.

Unless you have been previously fingerprinted in relation to a VCGR application, you must consent to having your finger and palm prints taken and referred to the Victoria Police. If you have been previously fingerprinted, you need to contact the Commercial Licensing and Monitoring Unit at [Key.Licences@vcgr.vic.gov.au](mailto:Key.Licences@vcgr.vic.gov.au) or on (03) 9651 3655 to confirm that fingerprinting will **not** be required.

### 31. Can I have my fingerprints taken at the local police station?

#### Metropolitan Applicants

If you live within 50kms of the Melbourne CBD, you must attend the VCGR, fifth floor, 35 Spring Street, Melbourne for fingerprinting between the hours of 9.00am and 5.00pm Monday to Friday. No appointment is necessary but you must ensure you bring appropriate identification as detailed in the application form.

#### Regional Applicants

If you live 50kms or more outside of the Melbourne CBD you may attend a regional police station for fingerprinting. No appointment is necessary. By going to [www.police.vic.gov.au/content.asp?Document\\_ID=695](http://www.police.vic.gov.au/content.asp?Document_ID=695) and then choosing the "Download Livescan Locations" button you can determine which station is convenient. **Note:** The term "Livescan" refers to the new and preferred method of electronic fingerprinting.

If there are no stations with the new Livescan facility in your vicinity, contact the Commercial Licensing and Monitoring Unit on (03) 9651 3655 or at [Key.Licences@vcgr.vic.gov.au](mailto:Key.Licences@vcgr.vic.gov.au) to make alternative arrangements.

Your fingerprints will be sent directly by the officer to the Victoria Police Fingerprint Branch and you will receive back the signed checklist which you **must** attach to your application form. Please ensure that you bring appropriate identification as detailed in the application form to be sighted by the officer taking your fingerprints.

### 32. What happens to my fingerprints once I leave the industry?

Under Section 11.1.5 of the Act, it is legislated that your finger and palm prints must be destroyed by the VCGR in this event.

### 33. I am concerned that others may be advised about my prior offence(s).

The Act stipulates strict secrecy provisions which, along with privacy legislation, prevents disclosure to any unauthorised person any information with respect to the affairs of another person acquired in the course of investigation of an application. Any prior offences you have cannot be disclosed to any other person outside the VCGR other than those allowed for under legislation without your prior written consent.

**34. What offences should be disclosed in my application form?**

Your NPC should provide details of all charges, past and pending, all findings of guilt (with or without convictions), bonds and other court orders (excluding Children's Court matters more than 10 years old and minor traffic offences). Note: Your NPC may not include details of all offences, e.g. if you were placed on a diversion program and/or if offences took place more than 10 years ago.

Details of any offence (excluding Children's Court matters over 10 years old and non-custodial traffic matters) not included in your personal NPC must be disclosed in your application form. Note: Non-custodial traffic matters are those for which a penalty other than a jail sentence or community based order was given. You must disclose all convictions and spent convictions, findings of guilt, suspended sentences, bonds and other court orders, including participation in a diversion program, and provide details of all outstanding charges. In many cases, non-disclosure becomes a more relevant matter in the determination of approval than the conviction itself. It is therefore in your interests to provide an application that is complete.

Providing false or misleading information, or your failure to provide required information, may result in refusal of an application, or the subsequent cancellation or suspension of any registration which might be granted. It may also lead to prosecution for an offence under the Act.

**35. If I have been found guilty of committing an offence(s), will that stop me from obtaining registration?**

Having committed an offence, or offences, does not automatically prevent an applicant or associate from being registered or approved by the VCGR. Matters taken into account include the nature of the offence and penalty, the number of offences and the time elapsed since the offence was committed.

Each application is considered on its merits. The VCGR follows natural justice procedures. If the VCGR has a concern about information provided, a letter will be sent to you seeking clarification or seeking further information prior to the VCGR making a decision about the application. No indication can be given as to whether registration will be granted until the VCGR has assessed and determined an application.

**It is vital that all offences, not just those in your NPC are disclosed. Failure to do so may affect your suitability for approval even if the offences themselves might not have impacted on your suitability.**

**Information for Registered Bookmakers**

**36. Do I need to carry my documentation with me when I work?**

Yes. A bookmaker carrying on the business of bookmaking on a racecourse, or part of a racecourse or a sports ground, must display and have ready for inspection:

- (i) evidence of registration under Part 5A of Chapter 4 of the Act; or
- (ii) evidence of a licence required under Section 91(1)(b) of the *Racing Act 1958*

if requested by an authorised person (which includes a VCGR Inspector). Failure to comply may result in a fine.

**37. How long is my registration valid for?**

If approved, registration as a bookmaker is generally granted for a term of five years, subject to the conditions specified in the registration, unless cancelled, surrendered or suspended.

**38. What is the process for renewing my registration?**

You will receive a reminder along with an application for renewal of your registration three months before it expires. To ensure you receive this reminder you must advise the VCGR of any change of address by notifying the VCGR in writing within 14 days of the change occurring. This requirement is contained in the Notice of Directions for registered bookmakers.

**39. Can key employees work as bookmakers?**

An employee not registered as a “key employee” cannot perform the duties of a bookmaker. Further, a key employee may not perform the duties of a bookmaker, unless they have been approved as a substitute by Racing Victoria Limited (RVL), Harness Racing Victoria (HRV) or Greyhound Racing Victoria (GRV).

**40. What does an ‘approved substitute’ bookmaker mean?**

A person currently registered by the VCGR as a key employee may perform the duties of a bookmaker if they are an ‘approved substitute’.

An approved substitute is a person who has been registered by the VCGR as a bookmaker’s key employee and also approved by a controlling body under Section 91AB of the *Racing Act 1958* to carry on the business of a registered bookmaker. An approved substitute is subject to the provisions of the relevant Acts in all respects as if the approved substitute were a registered bookmaker.

Working as a substitute for a bookmaker without approval is a breach of the registration Conditions for key employees and is grounds for disciplinary action against both the key employee and their employer. It may be taken into account when considering a future application for registration with the VCGR.

It is also an offence for bookmakers to employ a person to perform the duties of a key employee if that person is not currently registered as a key employee.

If you have any questions on this matter, please contact the Commercial Licensing and Monitoring Unit on telephone (03) 9651 3655, RVL on (03) 9258 4667, HRV on (03) 8378 0200 or GRV on (03) 8329 1100.

**41. Can bookmakers perform the duties of a key employee?**

Bookmakers may perform any of the duties of a key employee except they are not eligible to be licensed as an ‘approved substitute’ for another bookmaker by the relevant controlling body.

**42. What would happen if I was to work as a bookmaker without being registered and licensed to do so?**

A person must not carry on the business of bookmaking on a racecourse or part of a racecourse or a sports ground unless the person—

- (a) is a registered bookmaker or an approved substitute; and
- (b) in the case of a registered bookmaker, holds a club bookmaker’s licence issued to the bookmaker for that racecourse or part of a racecourse or sports ground if such a licence is required by a controlling body or by any racing club or promoter of sports to enable the bookmaker to carry on the business of bookmaking.

Offenders are liable for a penalty of up to one year’s imprisonment or a fine of 120 penalty units, or both, under Section 91 of the *Racing Act 1958*.

**43. I have lost or destroyed my registration identity card (ID), what should I do?**

If your registration ID is lost or destroyed you must obtain a replacement. You must request a replacement ID in writing. You will also need to provide a statutory declaration listing details of how your registration was lost or destroyed.

A statutory declaration can be made at your local police station and you should forward the original document to the Commercial Licensing and Monitoring Unit, Licensing Operations and Policy Branch, VCGR, at mail address PO Box 1988, Melbourne, VIC, 3001. You should keep a copy of the statutory declaration for your records.

On receipt of the above documents a replacement registration ID will be sent to your residential address within a week. You must provide your current address if it is different to the address you had previously given to the VCGR.

**44. I am a registered bookmaker and wish to enter into a partnership with another bookmaker – what is required?**

A registered bookmaker must seek approval from the VCGR to operate in a trading partnership with another registered bookmaker. All partners in a partnership must be registered bookmakers.

An application form for approval of a partnership is available on the VCGR website at [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au). Click on the link 'Bookmakers' on the left-hand side of the home page to access the relevant form.

**45. A nominee of a bookmaking corporation has been refused approval by the VCGR or has resigned or was dismissed – what needs to be done?**

Lodgement of a completed nominee application form, with required attachments, **must** occur within 60 days of the cessation of the previous nominee, or you may incur disciplinary action which may result in a fine. If you believe you will not be able to nominate and lodge a nominee application form prior to the expiration of the 60 days, you should lodge a request for an extension of time detailing your reasons for the request. The reasons for a request should be received by the VCGR before the 60 days expire, and may be emailed to [Key.Licences@vcgr.vic.gov.au](mailto:Key.Licences@vcgr.vic.gov.au), mailed to PO Box 1988, Melbourne Victoria 3001 or faxed to the Commercial Licensing and Monitoring Unit on (03) 9651 3777.

**46. What happens if I am declared bankrupt?**

You must advise of a change of circumstances including the commencement of bankruptcy proceedings or debt agreement within 14 days of the change occurring. This is required under the Directions given to you upon approval of your Registration as a Bookmaker. Failure to notify could result in disciplinary action being taken against you. For further information click here: [Grounds for Disciplinary Action against a Registered Bookmaker](#).

The VCGR will assess the cause and circumstances of your bankruptcy before deciding if there is a ground for disciplinary action against you under Section 4.5A.14(1)(e) of the Act, which lists the ground for disciplinary action as "that the registration holder has become an insolvent under administration."

You will be advised in writing if the VCGR decides to take disciplinary action against you. You will be given an opportunity to provide further information within 28 days of the receipt of the letter why disciplinary action should not be taken on the grounds specified in the letter.

**47. How do I notify the VCGR of my change of name or address?**

Your advice of any change of name and/or address must be submitted to the VCGR in writing within 14 days of the change taking place. This advice may be emailed to [Key.Licences@vcgr.vic.gov.au](mailto:Key.Licences@vcgr.vic.gov.au), mailed to PO Box 1988, Melbourne Victoria 3001 or faxed to the Commercial Licensing and Monitoring Unit on (03) 9651 3777.

**48. What about sports betting? Can a bookmaker accept bets on events other than horseracing?**

In order for bookmakers to take bets on an event other than horse racing, harness racing or greyhound racing, the "betting contingency" must be approved by the Minister for Racing.

For a list of the contingencies or classes of contingencies approved as betting contingencies for the purposes of Section 4(1) of the *Racing Act 1958* in respect of betting at licensed racecourses, refer to the VCGR website at [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au). You may also contact the VCGR's Gambling Products Unit on (03) 9651 3411 or at [sports.betting@vcgr.vic.gov.au](mailto:sports.betting@vcgr.vic.gov.au) for further information about sports betting.

Any sporting, community and other non-profit organisations wishing to hold sporting or community events that will involve the operation of bookmakers must also obtain approval of the Minister for Racing under

section 19 of the *Racing Act 1958*. You may contact the Office of Racing, Department of Justice on (03) 8684 1910 for further information about these requirements.

### **Surrender of a Bookmaker's Registration**

Notification of resignation as a bookmaker (i.e. to surrender a bookmaker's registration) must be addressed in writing to each of the following:

- Commercial Licensing and Monitoring Unit, Licensing Operations and Policy Branch, VCGR;
- Executive Officer, Victorian Bookmakers' Association (if you are a member of the VBA).

The notice should state that the bookmaker wishes to surrender his or her registration. The current identity card issued by the VCGR should also be forwarded to the Commercial Licensing and Monitoring Unit, Licensing Operations and Policy Branch, VCGR, by mail to PO Box 1988, Melbourne 3001.

Bookmakers should also surrender their licences to the relevant controlling body.

### **Appeals to VCAT**

Decisions regarding registration as a bookmaker made by the VCGR are subject to the Victorian Civil and Administrative Tribunal (VCAT). A person whose interests are affected may apply to VCAT for review of –

- (a) a decision to refuse an application for registration as a bookmaker;
- (b) a decision to refuse an application for approval of registered bookmakers to be in partnership;
- (c) a decision to suspend an approval of registered bookmakers to be in partnership;
- (d) a decision to impose, vary or revoke a condition of an approval of registered bookmakers to be in partnership;
- (e) a decision to refuse an application for approval of a nominee of registered bookmaker;
- (f) a decision to impose or amend a condition of a registration as a bookmaker;
- (g) a decision to refuse to renew a registration as a bookmaker;
- (h) a decision to take disciplinary action against a registered bookmaker.

Under Section 4.5A.16 of the Act, an application for a review by VCAT must be made within 28 days after the later of –

- (a) the day on which the decision is made; or
- (b) if, under the *Victorian Civil and Administrative Tribunal Act 1998*, the person requests a statement of reasons for the decision, the day on which the statement of reasons is given or the person is informed that a statement of reasons will not be given.

For further information, go to [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au).