



te kaunihera ā-rohe o  
**matamata-piako**  
district council

## Application Checklist

- (a) **New venue applying to operate gaming machines, or;**  
(b) **Existing venue applying to relocate.**

<input type="checkbox"/>	Application fee paid <sup>1</sup> . A fee of \$1,000 <sup>2</sup> is payable with this application (pursuant to sections 150(1)(b) and 150(3) of the Local Government Act 2002).
<input type="checkbox"/>	Signed copies of all affected party <sup>3</sup> submissions.
<input type="checkbox"/>	Evidence of the locations of affected parties <sup>3</sup> and the distance to the proposed venue.
<input type="checkbox"/>	Evidence of primary focus of the venue. Please include proposed naming, signage and location of machines relative to other activities.
<input type="checkbox"/>	Copy of current alcohol licence or evidence of current application in progress.
<input type="checkbox"/>	Evidence of gambling harm minimisation policies including: <ul style="list-style-type: none"><li>• The venue's gambling harm minimisation policy;</li><li>• Staff training programme in respect to their responsibilities under the Gambling Act 2003;</li><li>• The venue's host responsibility programme.</li></ul>
<input type="checkbox"/>	Site plan detailing the overall plan and where gaming machines are to be located, and the size of the area.
<input type="checkbox"/>	Evidence of policies aimed at actively returning funding obtained back to the local community or club members.

### (c) Existing venue applying to increase the number of gaming machines

<input type="checkbox"/>	Application fee paid <sup>1</sup> . A fee of \$1,000 <sup>2</sup> is payable with this application (pursuant to sections 150(1)(b) and 150(3) of the Local Government Act 2002).
<input type="checkbox"/>	Signed copies of all affected party <sup>3</sup> submissions.
<input type="checkbox"/>	Evidence of the locations of affected parties <sup>3</sup> and the distance to the proposed venue.
<input type="checkbox"/>	Evidence of gambling harm minimisation policies including: <ul style="list-style-type: none"><li>• The venue's gambling harm minimisation policy;</li><li>• Staff training programme in respect to their responsibilities under the</li></ul>

<sup>1</sup> Payments can be made in person at any of our offices or please contact us for other options including internet banking.

<sup>2</sup> The 2022/23 fee is subject to change – please refer to the current fees and charges available on our website.

<sup>3</sup> Please see the definition for affected party in the Matamata-Piako District Council's Gambling Venue Policy

	<p>Gambling Act 2003;</p> <ul style="list-style-type: none"> <li>• The venue's host responsibility programme.</li> </ul>
<input type="checkbox"/>	Site plan detailing the overall plan and where the additional gaming machines are to be located, and the size of the area.
<input type="checkbox"/>	Evidence of corporate society funding over the last three years to the local community or club members.

**(d) Two or more clubs applying to merge**

<input type="checkbox"/>	Application fee paid <sup>1</sup> . A fee of \$1,000 <sup>2</sup> is payable with this application (pursuant to sections 150(1)(b) and 150(3) of the Local Government Act 2002).
<input type="checkbox"/>	If the clubs wish to combine the number of gaming machines, evidence of Ministerial consent (pursuant to section 95 of the Gambling Act 2003).
<input type="checkbox"/>	If the club wishes to combine the number of gaming machines, signed copies of all affected party <sup>1</sup> submissions.
<input type="checkbox"/>	Evidence of the locations of affected parties <sup>3</sup> and the distance to the proposed venue.
<input type="checkbox"/>	Copy of current alcohol licence or evidence of current application in progress.
<input type="checkbox"/>	<p>Evidence of gambling harm minimisation policies including:</p> <ul style="list-style-type: none"> <li>• The venue's gambling harm minimisation policy;</li> <li>• Staff training programme in respect to their responsibilities under the Gambling Act 2003;</li> <li>• The venue's host responsibility programme.</li> </ul>
<input type="checkbox"/>	Site plan detailing the overall plan and where gaming machines are to be located, and the size of the area.
<input type="checkbox"/>	Evidence of policies aimed at actively returning funding obtained back to the local community or club members.

**(e) Application for TAB Venue Consent**

<input type="checkbox"/>	Application fee paid <sup>1</sup> . A fee of \$1,000 <sup>2</sup> is payable with this application (pursuant to sections 150(1)(b) and 150(3) of the Local Government Act 2002). <sup>1</sup>
<input type="checkbox"/>	Evidence of the locations of affected parties <sup>3</sup> and the distance to the proposed venue.
<input type="checkbox"/>	Evidence of primary focus of the venue. Please include proposed naming and signage.
<input type="checkbox"/>	<p>Evidence of gambling harm minimisation policies including:</p> <ul style="list-style-type: none"> <li>• The venue's harm minimisation policy;</li> </ul>



	<ul style="list-style-type: none"><li>• Staff training programme in respect to their responsibilities under the Racing Industry Act 2020;</li><li>• The venue's host responsibility programme.</li></ul>
<input type="checkbox"/>	Evidence of policies aimed at actively returning funding obtained back to the local community.

