

Department of Justice and Public Safety
Gaming, Liquor and Security Licensing Branch
P. O. Box 6000
Fredericton, NB
E3B 5H1



Ministère de la Justice et de la Sécurité publique
Direction de la réglementation des jeux, des
alcools et de la sécurité
C. P. 6000
Fredericton, N-B
E3B 5H1

78-9258 (12/17)

APPLICATION FOR LOTTERY REGISTRATION

Telephone: (506) 453-7472

Fax: (506) 453-3044

Email: DPS-MSP.Information@gnb.ca

Applications must be received by the Gaming, Liquor and Security Licensing Branch, Department of Justice and Public Safety, at least one month prior to the proposed date of the event or the commencement of ticket sales.

Before completing this application, please read the *Terms and Conditions* for this licence/permit. Failure to complete this application in its entirety may result in a delay in the processing of your licence/permit.

Licence -- required when total prize value is greater than \$500 per event.

Permit -- required when total prize value is \$500 or less per event. There is no fee for a permit.

Groups Eligible for Licensing -- Religious, charitable, non-profit organizations, amateur sport groups, and fairs and exhibitions. Funds raised must be used for relief of poverty, education, advancement of religion or any purpose beneficial to the community.

Groups Not Eligible for Licensing -- Commercial operations or individuals operating for personal profit.

How long has the organization been established? _____ Number of members: _____

Have you ever held or currently hold a lottery licence or permit? **Yes** **No** Licence No. _____

Indicate how the proceeds will be used (please be specific):

Physical location where draw or activity will be held: _____

Name of Organization: _____

c/o _____

Mailing address of Organization: (Where correspondence is to be sent)

_____ Postal Code _____

Civic Address of Organization(s): (If more than one, attach list)

Organization Telephone Number (____) _____ Organization Fax Number (____) _____

1st Contact Person _____ (Last Name) _____ (First Name)
 (____) _____ (____) _____ (____) _____
 Business Telephone Number Business Fax Number Home Telephone Number

2nd Contact Person _____ (Last Name) _____ (First Name)
 (____) _____ (____) _____ (____) _____
 Business Telephone Number Business Fax Number Home Telephone Number

COMPLETE THE APPROPRIATE SECTION(S)

Section A Bingo

Giant Bingo (Total prize greater than \$20,000 per event) **Fee \$25**
Note: A security bond may be required to guarantee prizes. Total prize value \$ _____

Bingo (Total prize limit of \$20,000) **Fee \$25**
 Hall Cable TV Radio **A maximum of two events per week, up to 104 per year.**

Bingo (Total prize limit of \$500 per event) **No Fee Ø**

Number of scheduled bingos: _____ From: _____ To: _____
 YYYYY MM DD YYYYY MM DD

Day(s) of the week bingo will be held: Sun Mon Tues Wed Thurs Fri Sat

Name of bingo card supplier(s): _____

Section B Raffle

Total prize limit of \$150,000 **Fee \$25**

Total prize limit is \$500 or less per event **No Fee Ø**

Number of draws: _____ From: _____ To: _____
 YYYYY MM DD YYYYY MM DD

Draw date(s) _____

Total prize value per draw, including donations/prizes at retail value: \$ _____

Prize(s) donated Yes No

Total number of tickets to be printed: _____ Total ticket value (assume all tickets sold): \$ _____

If professional contracted services are being utilized with this activity, please provide the name and address of the contractor and provide a signed, approved copy of the contract.

Section C		Bingo Event Break Open Tickets		
Fee \$10	<u>Tickets:</u> Available through licensed Bingo Suppliers			
Licence period:	From:	<div style="display: flex; justify-content: space-around; width: 100px;"> ____ ____ ____ </div> <div style="display: flex; justify-content: space-around; width: 100px; font-size: small;"> YYYY MM DD </div>	To:	<div style="display: flex; justify-content: space-around; width: 100px;"> ____ ____ ____ </div> <div style="display: flex; justify-content: space-around; width: 100px; font-size: small;"> YYYY MM DD </div>
Name of bingo event break open tickets supplier(s): _____				

Section D		Break Open Tickets		
Fee \$10	<u>Suppliers:</u> Atlantic Lottery Corporation and licensed Bingo Suppliers			
Licence period:	From:	<div style="display: flex; justify-content: space-around; width: 100px;"> ____ ____ ____ </div> <div style="display: flex; justify-content: space-around; width: 100px; font-size: small;"> YYYY MM DD </div>	To:	<div style="display: flex; justify-content: space-around; width: 100px;"> ____ ____ ____ </div> <div style="display: flex; justify-content: space-around; width: 100px; font-size: small;"> YYYY MM DD </div>
Name of break open ticket supplier(s): _____				

Section E		Other: Monte Carlo Nights, Fairs, Sport Pools	
<input type="checkbox"/> Total prize value is greater than \$500 per event	Fee \$25 per day		
<input type="checkbox"/> Total prize limit is \$500 or less per event	No Fee <input checked="" type="checkbox"/>		
Specify event: _____ (sport pool events are to include contest rules)			
Licence period: From: <div style="display: flex; justify-content: space-around; width: 100px; font-size: small;"> ____ ____ ____ </div> <div style="display: flex; justify-content: space-around; width: 100px; font-size: small;"> YYYY MM DD </div> To: <div style="display: flex; justify-content: space-around; width: 100px; font-size: small;"> ____ ____ ____ </div> <div style="display: flex; justify-content: space-around; width: 100px; font-size: small;"> YYYY MM DD </div>			

Signature of Applicant

____ day of _____, 20____

Email: _____

Information Notice

Effective July 1st, 2018, the Gaming, Liquor and Security Licensing Branch (GLSL) of the Department of Justice and Public Safety will no longer be able to accommodate walk-in service or accept the payment of fees at 364 Argyle Street, Fredericton.

All **payments** for licences, registrations and/or permits must be forwarded via mail or in-person to any Service New Brunswick (SNB) location. Please see SNB's website for a complete listing of locations:

<http://www.snb.ca/e/2000/2001e.asp>

This change will impact the method of payment of all licensing, registration and permit fees. However, application forms may continue to be submitted to any SNB location or sent via mail, fax or email to the following address:

Department of Justice and Public Safety
Gaming, Liquor and Security Licensing
Branch
P.O. Box 6000
Fredericton, NB
E3B 5H1
Fax: (506) 453-3044
Email: DPS-MSP.Information@gnb.ca

GLSL is committed to minimizing disruptions and ensuring service continuity. Should you have any questions, please contact the GLSL Branch at (506) 453-7472 or email DPS-MSP.Information@gnb.ca.

Bulletin d'information

À compter du 1^{er} juillet 2018, la Direction de la réglementation des jeux, des alcools et de la sécurité du ministère de la Justice et de la Sécurité publique ne sera plus en mesure d'offrir des services au comptoir ni d'accepter le paiement des droits à son bureau situé au 364, rue Argyle, à Fredericton.

Tous les droits relatifs aux licences, aux inscriptions et aux permis devront être **payés** par la poste ou en personne à un bureau de Service Nouveau-Brunswick (SNB). Veuillez consulter le site Web de SNB pour obtenir une liste complète des bureaux de SNB : <http://www.snb.ca/f/2000/2001f.asp>

Ce changement a une incidence sur le mode de paiement de tous les droits de licence, d'inscription et de permis. Toutefois, il demeure possible d'envoyer les formulaires de demande à n'importe quel bureau de SNB ou par la poste, par télécopieur ou par courriel à l'adresse suivante :

Ministère de la Justice et de la Sécurité
publique
Direction de la réglementation des jeux,
des alcools et de la sécurité
C. P. 6000
Fredericton (Nouveau-Brunswick)
E3B 5H1
Télécopieur : 506 453-3044
Courriel : DPS-MSP.Information@gnb.ca

La Direction de la réglementation des jeux, des alcools et de la sécurité est déterminée à limiter les perturbations et à assurer la continuité du service. Si vous avez des questions, veuillez communiquer avec la Direction par téléphone au 506-453-7472 ou par courriel à l'adresse DPS-MSP.Information@gnb.ca.

ADDITIONAL INFORMATION FOR APPLICANTS

In support of your application for licensing under the charitable gaming program, please provide the following (if applicable) with the completed application:

Fees

The \$25 licensing fee if your prize limit is greater than \$500.

Use of Proceeds

Enclose a letter from :

- The beneficiary if proceeds are intended for an organisation other than the applicant,
OR
- From a licensed medical practitioner if funds are to be raised to provide financial assistance to a family with unexpected expenses due to severe illness of a family member,
OR
- From a representative of the local Fire Department (or in the alternative a newspaper clipping referencing the destruction) if funds are to be raised to provide financial relief to a family whose home was destroyed by fire

Raffle Ticket

A draft copy of the ticket which is to include:

- contest rules and prize(s)
- draw date and location
- name of organization and recipient of funds being raised

If you have any additional questions, please contact a Lottery Licensing Officer at (506) 453-7472.

INFORMATION ADDITIONNELLE DE LA PART DES REQUÉRANTS

Pour obtenir une licence conformément à la politique sur les jeux de charité, veuillez joindre les documents suivants (si applicable) à votre formulaire de demande dûment rempli :

Droits

Droits de 25\$ pour une licence où la valeur du prix dépasse 500\$.

Affectation des recettes

Joindre une lettre à sa demande de la part :

- des bénéficiaires, si un organisme qui présente une demande prévoit recueillir des fonds à des fins de charité qui ne lui sont pas destinés;
OU
- d'un médecin autorisé, si un organisme désire amasser des fonds afin d'aider financièrement une famille dont l'un des membres est atteint d'une maladie grave entraînant des dépenses imprévues;
OU
- d'un représentant du service d'incendie concerné (ou une coupure de journal faisant état de l'ampleur des dégâts), si un organisme communautaire souhaite recueillir des fonds pour aider financièrement une famille dont la maison a été détruite dans un incendie.

Tombola

L'organisme doit soumettre une ébauche d'un billet du tirage indiquant :

- les règles du concours et les prix à gagner;
- la date et le lieu du tirage;
- le nom de l'organisme et des bénéficiaires des fonds recueillis.

Si vous avez d'autres questions, n'hésitez pas à communiquer avec une agente ou un agent des licences et des permis de loterie au 506-453-7472.

NOTICE / AVIS

COPY OF YOUR LICENCE MUST BE PRESENTED TO THE SUPPLIER AT TIME OF PURCHASE.

VOUS DEVEZ PRÉSENTER UNE COPIE DE VOTRE LICENCE AU FOURNISSEUR AU MOMENT D'ACHAT.

The Department of Justice and Public Safety would like to inform licensees that the following Bingo Card Suppliers have registered with the Province. Licensees may purchase cards from these suppliers only:

La Ministère de la Justice et de la Sécurité publique désire informer les titulaires de licences et de permis que les fournisseurs de cartes de bingo mentionnés ci-dessous sont dûment enregistrés auprès du gouvernement provincial. Les personnes ou organismes intéressés peuvent s'approvisionner seulement après de ces fournisseurs:

Arrow Games Inc.
Arrow Games
191 Henri Dunant Street
Moncton, NB
E1E 1E4

057953 N.B. Ltd
Atlantic Bazaar Bingo
76 Beaverbrook Street
Moncton, NB
E1C 9S7

Augustina Chiasson
A. D. Bingo
7839, rue du Havre
Bas-Caraquet, NB
E1W 5W9

As other bingo card suppliers may register with the Department at a later date, this list is subject to change. Licensees wishing to purchase cards from a supplier not listed above should contact Gaming, Liquor and Security Licensing Branch to confirm its eligibility to sell cards in this Province.

Comme il est possible que d'autres fournisseurs s'enregistrent plus tard, cette liste est appelée à être modifiée. Les personnes qui désirent acheter des cartes d'un fournisseur dont le nom ne figure pas sur cette liste sont priées de communiquer avec Direction de la réglementation des jeux, des alcools et de la sécurité afin de vérifier s'il s'agit d'un vendeur autorisé.

Should you have any questions, concerning a supplier or the Bingo Card Registration Program, please contact Gaming, Liquor and Security Licensing Branch.

Si vous avez des questions à ce sujet ou concernant le Programme d'enregistrement des fournisseurs de cartes de bingo, n'hésitez pas à communiquer avec Direction de la réglementation des jeux, des alcools et de la sécurité.

Terms and conditions for lottery licensing

Applications can take up to 30 days lead time for processing.

Under subsection 34(2) of the *Gaming Control Act*, a licence is subject to terms and conditions as may be imposed by the Registrar.

These are the terms and conditions for lottery licensing imposed by the Registrar:

1. Definitions

In these terms and conditions for lottery licensing:

BINGO-EVENT-BREAK-OPEN

TICKET – means a break-open ticket game in which a winner is determined by matching a bingo ball symbol or symbols on a break-open ticket with a specified number or numbers drawn during the course of a licensed bingo event. It also includes progressive bingo-event-break-open tickets in which a player may win a chance to open one ticket window on a Jackpot Card where he or she might select a jackpot symbol or word indicating a no win on a progressive break-open. If the player selects a non-winning window, a predetermined amount of money will be added to the next deal. Bingo-event-break-open tickets are not bingo paper.

CHARITABLE OR RELIGIOUS ORGANIZATION - means an organization which conducts activities for organizations whose purpose is for:

- (i) the relief of poverty,
- (ii) education,
- (iii) advancement of religion, or
- (iv) any purpose beneficial to the community.

A not-for-profit organization can be considered eligible when the use of proceeds is considered charitable.

LICENCE - issued at a cost of \$25 where the prize value is in excess of \$500.

PERMIT - issued at no charge where the prize value is \$500 or less.

PERSONAL BINGO VERIFIER – means a device that may be used by individual bingo players to keep track of and verify numbers called by the bingo caller in the normal way.

PURPOSE BENEFICIAL TO THE COMMUNITY - means a purpose or activity that promotes the Arts and Culture, Amateur Sport, Social, Community or Fraternal activities.

REGISTRAR - means the Registrar of Gaming Control as appointed under section 28 or Deputy Registrar of Gaming Control as appointed under section 29.

2. Groups eligible for licensing

- Religious or Charitable
- Fairs and Exhibitions

3. Groups not eligible for licensing

Commercial operations or individuals operating for personal profit.

4. Games and activities not eligible for licensing

Games prohibited by the *Criminal Code of Canada* (ie. three card monte, punch boards, coin tables).

5. Disposal of funds

Proceeds of licensed gaming must only be spent on the objectives specified in the application as approved. A minimum of 15 per cent of gross proceeds from licensed gaming must be utilized for the objectives indicated at the time of licence application. Commercial and private interests must not be the prime beneficiaries of a licensed activity.

6. Prize and game participation limitations

The province does not place any limits on the amount that can be charged for playing a game, however;

- No credit is allowed as payment at bingo games;

- No serial or instalment prizes are allowed at bingo games;
- Total potential prizes for one or more bingo events including door and raffle prizes cannot exceed \$20,000:
 - a) in any 18 hour period; and
 - b) in any one location;
- Bingo-event-break-open tickets may only be purchased from an approved supplier.
- Bingo-event-break-open tickets require a separate lottery licence. Only a bingo licensee may purchase a bingo event break open ticket license;
- Bingo-event-break-open tickets may only be sold to patrons of a licensed bingo event who have purchased bingo paper for that event;
- Only one (1) progressive and one (1) non-progressive bingo-event-break-open tickets box or deal may be opened and sold at the same time. A new box or deal may only be opened when all tickets from the previous box or deal are sold.
- Progressive bingo-event-break-open tickets may only be carried over to another bingo licence when the organization renews its' bingo

- licence and its' bingo-event-break-open tickets licence with no break between licensed periods.
- Personal Bingo Verifiers may be used at a bingo event to assist the player in tracking and verifying the numbers called. The bingo game must be played at all times through bingo paper with numbers dabbed by players in the conventional manner.
 - Under no circumstances shall a Personal Bingo Verifier replace the use of bingo paper and dabbers.
 - Personal Bingo Verifiers may be offered by the licensee under the following conditions
 - The maximum number of cards that may be played with a personal bingo verifier shall be 36
 - A maximum of one personal bingo verifier may be used per player, per bingo event.
 - No raffle can exceed a total prize limit of \$150,000 per event;
 - Twenty-four (24) giant bingo events (with total prizes in excess of \$20,000) per year per licensee are permitted;

Only two (2) giant bingos per month may be held in any one location;

- Licences to hold a “giant bingo” must be applied for separately; and
- There are no limits on total potential prizes for any giant bingo event, provided all prizes are guaranteed in a commercially acceptable manner as may be required by the Registrar.

7. Frequency of allowable events

Bingo - 104 per year per licence.

Monte Carlo - Two (2) per year per licence.

Only four (4) bingo events are allowed in any one location per week except when specifically approved at a fair or exhibition.

All double bingo events must be approved by the Registrar.

8. Monte Carlo Nights

Games at Monte Carlo nights will be limited to blackjack tables and wheels of fortune. (Charitable Texas Hold'em Tournaments require a separate licence.)

The maximum allowable number of blackjack tables is 20 and the maximum number of wheels of fortune is 10.

Games at Monte Carlo nights will be played with scrip, tokens, or chips. Prizes shall not be in the form of cash.

Prizes must be disposed of once only at a specified time each day after play has ceased.

9. Applications

Applications for gaming are available from Service New Brunswick (SNB) Centres and the Department of Justice and Public Safety.

Applications for licensing of games with a prize value at or below \$500 per event can be submitted to Service New Brunswick Centres or to the Gaming, Liquor and Security Licensing Branch of the Department of Justice and Public Safety. Permits for these games can be granted from the office where the application was received.

Applications for licensing of games with a prize value above \$500 per event are to be submitted to the Gaming, Liquor and Security Licensing Branch of the Department of Justice and Public Safety, PO Box 6000, Fredericton, NB E3B 5H1.

The applicant must apply at least one month prior to the commencement of events or ticket sales.

Licences to hold a “giant bingo” must be applied for separately.

10. Licence period

The expiry date appears on the issued licence and is determined by the requirements of the planned event.

11. Management of lotteries

The lottery must be conducted and managed in the manner described in the application as approved. If there are any discrepancies between the licence and the application, as approved, the licence shall govern.

Any changes or amendments to games which differ from those stated in the application must be requested in writing and must be authorized in writing by the Registrar.

All applicable municipal, provincial and federal laws must be observed.

The licence may be revoked if any term or condition of this or any other lottery licence, issued to the organization has not been complied with. It is an offence under the *Criminal Code* of Canada to conduct a lottery without a valid licence.

Conduct and management of the lottery must not be delegated to another organization or to a person who is not a member of the organization. The Registrar may give prior exception to this rule in special circumstances.

All prizes described in the application as approved and/or publicly announced must be awarded.

The licensee must maintain such books and records as may be necessary to indicate the amounts realized from the conduct of the lottery and the disposition of the proceeds.

12. General

The licence must be posted in a conspicuous place in the building where the lottery is being held. Raffle tickets with a prize value above \$500 must have the lottery licence number, issued by the Registrar, prominently printed on all tickets.

Inspectors under section 60 of the *Gaming Control Act* must be permitted access to all areas of the premises in which the lottery activities are taking place.

If more than one type of game is offered at a single event, a separate licence must be applied for and issued for each type of game.

If two organizations co-operatively offer a gaming event, one application and licence are acceptable, but the application must note such an arrangement and list the responsible officers for both organizations. One organization and one officer, to be noted on the application, shall assume responsibility for maintaining the terms and conditions of the licence approval.

All licensees must submit a **financial report** upon expiration of their gaming licence. A report should be forwarded to the Registrar within 30 days after the expiry date of a single event. For a series of events, a report covering the previous 12 months operation is required within 30 days of the licence expiry date.

This report must be received before a renewal can be issued. Permit holders will not be required to file financial reports.

Licensee records pertaining to the licensed activity may be subject to audit by approved audit staff.

Licensed organizations can only sell Breakopen types of tickets directly at their events and locations. These tickets can only be obtained from an approved supplier.

Bingo licensees must purchase bingo paper from a supplier approved by the Registrar.

13. Cancellation and suspension

“Cancellation” refers to the rescinding of all privileges granted under an approved licence. To resume operations, an organization must apply for a new licence. Continued operation after cancellation is illegal under the *Criminal Code*.

“Suspension” means the removal of future licensing privileges and is subject to reinstatement at the

discretion of the Registrar after specified conditions are met. Suspension may occur without the cancellation of an existing licence.

Cancellation and/or suspension may occur when it is evident the licence holder has not upheld the terms and conditions (set out for lottery licensing governing lottery operations).

When the cause of “suspension” is financial in nature, the Registrar may require a financial guarantee of fees and/or prizes as a condition for continued operations. The condition may be applied to individuals and/ or organizations.

14. Fees

Fees are not charged for “permits” issued; for games with a prize value of \$500 or less per event.

Bingo’s and raffles with a prize value above \$500 per event will be charged a fee of twenty-five (\$25) for each licence.

A break-open type of lottery will be charged a fee of ten dollars (\$10) per licence.

Other types of gaming, such as Monte Carlos, with a prize value above \$500 per event, will be charged a fee of twenty-five dollars (\$25) per day.

Fairs and exhibitions will be charged a fee of twenty-five dollars (\$25) per day.

All fees are payable at the time of application.