

**APPLICATION FOR AMENDMENT OF A BOOKMAKER'S
LICENCE TO AMEND AN ON-COURSE BOOKMAKER'S LICENCE
TO AN OFF-COURSE BOOKMAKER'S LICENCE AND THE
RELOCATION OF THE SAID LICENCE**

GAUTENG GAMBLING BOARD

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FORMAT OF THE DOCUMENT

This document is divided into the following three sections:

Section 1

- Section 1 provides general information regarding application procedures and the terms and conditions applicable to applications.

Section 2

- Section 2 provides the broad assessment criteria to be applied by the Board in awarding licences.

Section 3

- Section 3 contains the licence application form and application instructions and provides particulars of the additional submission requirements, including pro-formas which must be completed.

SECTION 1 – GENERAL

1.1 APPLICATION PROCEDURE AND FEES

Application documentation, prepared in accordance with the requirements of this document, must be submitted to the Board's offices together with the following:

- 1.1.1 **NON-REFUNDABLE** application fee of R763,80 (including VAT) for amendment of licence.
- 1.1.2 Investigation fee of R2000-00 (including VAT) per application.
- 1.1.3 Local Authority approval in respect of the proposed premises.
- 1.1.4 Copies of notices required by Section 20 of the Act.

1.2 TERMS AND CONDITIONS

1.2.1 Disclaimer

- Every effort has been made to ensure that the information contained in this document is correct but it is the obligation of interested parties to ensure that their applications are correct and comply with the provisions of the Act in all material respects.
- In view of the above:
 - Each interested party must make its own independent assessment and investigation of the issues required to be dealt with in its application and should not rely on the adequacy or accuracy of any information in this document; and
 - neither the Board, its employees nor its agents will be held liable for anything done in good faith.
- Any additional information provided to interested parties by the Board or any of its employees in connection with this document or the application process will also be subject to the terms of this document.

1.2.2 Changes

The Board may, at its discretion, by notice in writing to interested parties or applicants, supplement or update any of the contents or terms and conditions applicable to the document. It may also change procedures, timetables, requirements and any other aspect of or in connection with matters covered in the document.

1.2.3 No guarantee

The Board does not guarantee that any applicant will be granted an approval.

1.2.4 No compensation

The Board will not, under any circumstances, be liable to compensate an applicant or any other party for any expenses or losses incurred or suffered by that applicant or party in acting upon this document and/or otherwise participating in the application process.

1.2.5 Waiver of immaterial defect

The Board may waive any immaterial defect or lack of compliance with any formality in any application or application procedure.

SECTION 2 – ASSESSMENT CRITERIA

The Board will evaluate applications using the following broad assessment criteria:

- Location of the proposed premises
- Motivation for amendment
- Viability and financing of project
- Empowerment and economic and community benefits

The factors that will be considered in evaluating an application according to the above criteria, include:

2.1 Motivation for amendment

- The impact of the propose amendment

2.2 Location of the proposed premises

- The appropriateness of the location in terms of accessibility and meeting the goals of economic and community benefits and upliftment.

2.3 Viability and financing of the project

- Financing : The sourcing, level and nature of financing and the ability to meet financial obligations will be strictly reviewed.
- Acceptability of key assumptions used in proving the financial viability of the proposed project.

2.4 Empowerment

- Demonstration of economic empowerment for persons disadvantaged by unfair discrimination.
- The creation of employment opportunities, split between direct employment creation and estimated indirect employment creation.
- Proof that the applicant will apply fair labour practice.
- The promotion of small and medium business opportunities created by the multiplier effect.
- Revenue benefits accruing to Government from taxes.
- Social impact : The maximisation of positive, and limitation of negative, social impact on the local community.

SECTION 3 – APPLICATION AND SUBMISSION REQUIREMENTS

CONTENTS

Application for Amendment of Licence	Annexure A
Application instructions	Annexure B
Specimen advertisement required by Section 20 of the Act	Annexure C
Required contents of proposal	Annexure D

SECTION 3 – ANNEXURE A

Gauteng Gambling Act, 1995

APPLICATION FOR AN AMENDMENT OF BOOKMAKER’S LICENCE

To the Gauteng Gambling Board, Private Bag X125, Centurion, 0046.

1 I(full name) do hereby in terms of Section 34 of the Gauteng Gambling Act, 1995 apply for an amendment of my bookmaker’s licence, to amend the licence from an on-course licence to an off-course licence and to relocate the said licence from

(address of licensed premises) to
 (new proposed premises)

2 The full reasons for my intention for the amendment and relocation are as follows:

3 I understand that before entering into any binding arrangement in respect of the proposed new premises, my application must first be considered and approved by the Board.

.....
Signature of Applicant

.....
Date

SECTION 3 – ANNEXURE B

APPLICATION INSTRUCTIONS

- 1 This form is to be completed by any person who is desirous of obtaining approval for amendment of a licence.
- 2 Read this form carefully before answering any of the questions. Any incomplete or inaccurate answer may result in denial of the application.
- 3 Answer every question completely and truthfully. Do not leave any blank spaces. If a question does not apply to you, indicate “Not Applicable” in response to that question. If there is nothing to disclose in respect of a particular question, state “None” in response to that question.
- 4 All entries on the application, except signatures, must be typed or block printed in ink.
- 5 Each page of the application must be initialled or suitably identified, once you have checked your answers and are sure they are complete and correct.
- 6 If you need additional space to answer any question(s), use blank pages and attach to the application. Be sure to indicate the number(s) of the question(s) you are answering if you use additional pages.
- 7 For purposes of this application “associate entity” means any entity which, directly or indirectly, controls, is controlled by or is under common control with, the applicant.
- 8 An applicant may, in the application, identify any document or information included in the application which, in the opinion of the applicant, is confidential or should for any reason not be disclosed to the public, and show cause why the board may determine under Section 24(2)(a) of the Act that such document or information should not be open to public inspection, provided such document or information can be separated from the remainder of the application.

Three copies including a loose-leaf copy of the application excluding such information must accompany the application.

- 9 The application may be submitted on your own reproduction provided that the content is exactly the same as contained herein. Any reproduction and all accompaniments must be on standard A4-size paper and A3-size folded to A4-size.
- (a) The application must be submitted in the following format and sequence:
 - (i) Licence application;
 - (ii) Copies of advertisements required by Section 20 of the Act;
 - (iii) Applicant's proposal in accordance with the requirements set out in Section 3, Annexure D.
 - (b) Three complete sets, one of which shall be loose-leaf, of the application as set out in paragraph (a) above, must be submitted.

10 **Application fees**

The NON-REFUNDABLE application fee of R763-80 (VAT inclusive) and investigation fee of R2000,00 (VAT inclusive) must accompany the application.

(Note: In terms of Section 23 of the Act, any person who submits an application to the Board shall be liable for and pay to the Board all reasonable expenses incurred by the Board to conduct the necessary investigations in respect of the application.)

SECTION 3 – ANNEXURE C

(SPECIMEN ADVERTISEMENT)

GAUTENG GAMBLING ACT, 1995

APPLICATION FOR AMENDMENT OF BOOKMAKER'S LICENCE

Notice is hereby given that I,
..... (full name) of
..... (address) intend
submitting an application to the Gauteng Gambling Board for an amendment of a
bookmaker's licence, to amend the licence from an on-course bookmaker's licence to
an off-course licence and to relocate the licence from
.....
..... (address of licensed premises)
to (new proposed premises). My
application will be open to public inspection at the offices of the Board from
..... (Note 1).

Attention is directed to the provisions of Section 20 of the Gauteng Gambling Act, 1995
which makes provision for the lodging of written representations in respect of the
application. Such representations should be lodged with the Chief Executive Officer,
Gauteng Gambling Board, Private Bag X125, Centurion, 0046, within one month from
..... . Any person submitting representations
should state in such representation whether or not they wish to make oral
representations at the hearing of the application.

Notes:

- 1 Date to be included above and date of placing of advertisement to be arranged with the Board.
- 2 This notice must be placed in the Provincial Gazette as well as a newspaper circulating in the district in which the premises to which the application relates, are situated.
- 3 In the event of a partnership or a company applying, the wording of the advertisement must first be approved by the Board.

REQUIRED CONTENTS OF PROPOSAL

1 INTRODUCTION

An applicant's proposal must be in two parts:

Part 1 – Executive Summary

Part 2 – Detailed Proposal

In order to facilitate ease of use and evaluation of applications, this section sets out the required contents of the proposal and contains pro-forma schedules which must be completed.

2 PROPOSAL

2.1 Executive Summary

The Executive Summary part of the proposal should summarise the key aspects (including benefits) of the applicant's proposed bookmaker's business. Ideally this part ought not to exceed five pages.

The key aspects of the proposed project should be described taking into account, inter alia, the assessment criteria set out in section 2 of the document.

2.2 DETAILED PROPOSAL

2.2.1 Introduction

- (a) The detailed proposal will be a comprehensive document which will address all aspects of the applicant's application.
- (b) Descriptions of the requirements of the contents of the detailed proposal together with pro-forma schedules to be completed have been set out below.
- (c) All applicants are required to address all content requirements of the detailed proposal set out below. The precise information required will clearly depend upon the nature of the proposed project and is left to the discretion of the applicant subject to the pro-forma schedules included at the end of this Annexure being completed. Appropriate supplementary information may be included in the proposal.

2.2.2 Requirements

- (a) Applicants should prepare financial information relating to the proposed business to cover a five year period;
- (b) Applicants should ensure that they are aware of all relevant taxes and levies payable, when preparing the proposal; and

2.2.3 Content requirements

The detailed proposal should, in addition to addressing the assessment criteria set out in Section 2, contain at least the following information:

2.2.3.1 Applicant

Full details of the identity of the applicant and the effective ownership thereof including group structures.

2.2.3.2 Details of premises

The following details should be provided:

- (a) Exact proposed location of the premises
- (b) Accessibility of the site by roads and other means.
- (c) Current ownership of the site together with applicable land rights. Evidence of options, etc regarding site availability should be provided, together with any potential legal or physical impediments to site occupation and development.
- (d) Local authority approval on land rights.
- (e) Key features of the premises detailing complete particulars of the bookmaker's business and other facilities.
- (f) Drawings and plans of the premises should be provided.
- (g) Estimated demand for motor vehicle, bus and taxi parking spaces generated by the proposed premises should be stipulated and how this will be accommodated.
- (h) Proposed opening date.

2.2.3.3 Viability and financing of business

The following details should be specified and narrative should be provided to support the financial information included in the proposal:

Applicants must prove that their proposed premises are commercially viable. This should include an analysis of the market potential relevant to the proposed project and a comparison with the experience of other gaming jurisdictions, where applicable.

2.2.3.4 Employment and Human Resources Strategy

The following details should be provided:

- (a) Human resources policies of the applicant.
- (b) Estimated number of job opportunities that will be created, distinguishing between the different grades of work.
- (c) The numbers of staff to be recruited from the Province, other Provinces and other countries.
- (d) Proposed staff training courses/facilities to be introduced.
- (e) Proposed employee benefits.

2.2.3.5 Empowerment and economic and community benefits

The following details should be provided:

- (a) Particulars of economic empowerment strategies.
- (b) Efforts to promote small and medium business opportunities.
- (c) Revenue benefits accruing to the Province and the State from taxes.
- (d) Any other economic or community benefits.

2.2.3.6 **Other licence applications**

Details of any pending licence applications or any proposed commitment or participation in other projects that have been entered into or are being contemplated over the next two years and the impact, if any, that this may have on capital or financing resources.

SECTION 3

ANNEXURE A

SECTION 3

ANNEXURE B

SECTION 3

ANNEXURE C

SECTION 3

ANNEXURE D

SECTION 3

ANNEXURE E

SECTION 3

ANNEXURE F

