

Application to renew a key person licence

Use this form to renew your key person licence in accordance with Section 103 of the [Racing and Betting Act 1983](#). You must be 18 years of age to be edible to apply.

See the [bookmaker licences and permits](#) webpage further information on applicant requirements.

Licence details					
Licence number				Expiry date	
Betting exchange key employee	Yes / No	Bookmaker key employee	Yes / No		
Applicant details					
Surname				Date of birth	
Given name/s					
Other name/s (if applicable)					
Usual occupation					
Residential address					
Suburb		State		Postcode	
Is your postal address the same as above? If no, complete below:					
Postal address					
Suburb		State		Postcode	
Contact details					
Phone number			Mobile number		
Email address					
Do you agree to receive correspondence via email?					Yes / No
Residency					
Are you an Australian citizen?					Yes / No
If no, how long have you lived in Australia?					
Country of origin					
Note: if you have lived in Australia for less than 6 months you may be required to provide a criminal history check from your country of origin.					
Employer details					
Name of wagering operator you intend to work for below.					
Employer name					
Occupation					
Employer address					
Suburb		State		Postcode	

Disclosures	
1. Have you been arrested, charged or summonsed for an offence, regardless of the disposition, excluding juvenile offences and minor traffic offences (including drink driving offences)?	Yes / No
If yes, provide details below.	
2. Are you indebted to any other person for bets made by you or with you?	Yes / No
If yes, provide details below.	
3. Have you been refused a key person licence in any other jurisdiction?	Yes / No
If yes, provide details below.	
4. Have you ever been disqualified, suspended, warned off, fined or listed as a defaulter by any racing club or gambling authority?	Yes / No
If yes, provide details below.	
5. Have you ever been licensed by any racing or gambling authority as a bookmaker or bookmakers clerk/employee?	Yes / No
If yes, provide details of dates, gambling authorities and experience gained below.	
6. Do you have any financial interest in any gambling related business conducted in the Northern Territory?	Yes / No
If yes, provide details below.	

Applicant declaration			
I, (full name)			
Of (address)			
Solemnly and sincerely declare that:			
<ul style="list-style-type: none"> • All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and • I will notify Licensing NT within 7 days of any conviction in a court of law; and • I will notify Licensing NT within 7 days of any change in personal or employer details; and • I have read and understood the information contained in this application; and • I hereby consent to all probity investigations carried out by the authorised officers of Licensing NT to verify the information provided by me and to determine my suitability to hold the licence for which I have applied. I agree that such inquiries may be made before and after the issue of a licence; and • I know that it is an offence to make a declaration that is false in any material particular. 			
This declaration was made at (location)		On (date)	
Applicant signature			
Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.			
Receiving licence			
How do you wish to receive your licence?	Post	Yes / No	Collection Yes / No
Checklist			
Prescribed application fee – See the casino employee licence page for fees.			Yes / No
Complete and signed applicant declaration.			Yes / No
Evidence of name change (if applicable. i.e. marriage certificate or deed poll documents).			Yes / No
Passport sized photo taken in the last 6 months attached. Alternatively a photo can be taken at the Territory Business Centre.			Yes / No
Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached. For example: Drivers licence, passport, evidence of age card, firearms licence, working with children's card etc.			Yes / No
Criminal history name check results issued within the last 3 months attached.			Yes / No
Note: application <u>cannot</u> be processed without your results.			

Disclaimer

The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002*.

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.

The information you provide will be accessible to Licensing NT and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

Lodgement

Complete applications can be lodged in person, email or via post at a Territory Business Centre below:

Darwin	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah
Katherine	Big Rivers Government Centre, 5 First Street
Tennant Creek	Barkly Business Hub, 63 Haddock Street
Alice Springs	Ground Floor, The Green Well Building, 50 Bath Street
1800 193 111	territorybusinesscentre@nt.gov.au GPO Box 9800 Darwin NT 0801

Payment details

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only); or
- Cheque (made out to Receiver of Territory Monies); or
- Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.

Payment date	Receipt number	Amount paid
--------------	----------------	-------------