

GAMING LICENCE 101

Do I Need a Gaming Licence?

You DO require a gaming license to run events which are considered a game of chance, for example:

- 50/50 draw
- Wheel of fortune
- Poker
- Bingo

You DO NOT need a gaming license for events that are not a game of chance:

- Auction
- Trivia game
- Any other event that is not a game of chance!

Required information when applying

- Full name & address of your organization and its general purpose
- All gaming event location(s), date(s) & time(s)
- Type of gaming event (ie. Raffle, bingo), amount of tickets for sale, pricing and prize details

How the proceeds will be used to benefit the community, a specified third party or the organization

- Name & address of the members of the organization
- Day-time phone number of the contact person

Gaming Event Licence Classes

Class A

- Gaming event(s) with over \$20,000 in projected projected Gross Revenue
- \$50 processing fee
- Up to 10 weeks to process

Class B

- Gaming event(s) with \$20,000 or less in gross revenue
- \$25 processing fee
- Up to 10 business days to process



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Applying Online

1. Follow this link: <http://www.gaming.gov.bc.ca/>
2. Select the Online Service blue button
3. Select the Launch Online Service blue button
4. Select Gaming Licences in the Apply Online menu on the left side
5. Use the search bar at the bottom of the page to search for your organization. If no results appear, select the New Applicant yellow button.
6. Enter your organization's details and select Add in each section then select Next
7. Select the Licence checkbox and select Next
8. Select Licence Type (most likely Class B) and select Next
9. Select the Event Type and select Next
10. Specify event details and select Next
11. Provide Use of Proceeds Details and select Next
12. Submit information of individuals responsible for the event (make sure to select Add in each section)
13. Select the checkbox beside I agree to the terms and conditions as stated above and select Next
14. Choose payment method and select Next

*This information is to be used as a guide; for definitive rules & regulations always contact <http://www.gaming.gov.bc.ca/>

NOTE: For more detailed instructions on each type of event, follow this link: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licencefundraising/documents-forms#guides>. Choose the PDF for the event you are running in the appropriate class.

Good To Knows

- You must complete your application in one session; you can't save your application and return it later.
- Applying should take under 30 minutes. You may run into issues if you take over 30 minutes.
- Use Google Chrome, if possible.
- Do not click back or refresh the page while completing your application.
- Application fields have a limit of 4,000 characters, including space & punctuation.
- Do not copy & paste from other documents into the application fields.
- File attachments must be one of the following formats: DOC, DOCX, XLS, XLSX, PDF, JPG
- To include electronic copies of physical documents, scan them using a scanner, taking a photo and saving it as a JPG or use a PDF scanner app.
- Ineligible prizes include: alcohol, cannabis products & paraphernalia, live animals, and firearms.

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