

## Class D Licence – Pre-Application Checklist

Before starting to fill out the application form, please make sure you have the following information from your files at hand. This preparation will make applying faster and easier for you and will avoid unnecessary delays in processing by the Branch.

**NOTE:** Class D gaming events cannot be conducted in an establishment licensed to serve or sell liquor. See the [Class D Licence – Guidelines and Conditions](#) for detailed information.

**NOTE:** Do not click the “Next” button at the end of the online application process (on the “Terms and Conditions” page) unless your application is complete. Once the terms and conditions are accepted the application is submitted.

<input checked="" type="checkbox"/>	Required Information	Class D Licence – Pre-Application Checklist
<input type="checkbox"/>	Organization/group information: <ul style="list-style-type: none"> <li>• Full, legal name (if applicable);</li> <li>• Mailing address associated with the organization/group;</li> <li>• Program/service or purpose of the organization/group; and</li> <li>• If applicable: group details – indicate incorporation date or group start date.</li> </ul>	
<input type="checkbox"/>	Type of gaming event you want to hold (2 choices: ticket raffle or bingo).	
<input type="checkbox"/>	For Ticket Raffles: <ul style="list-style-type: none"> <li>• Type of raffle (see “Types of Ticket Raffles” in the <a href="#">Ticket Raffles – Standard Procedures</a> on the <a href="#">Gaming Information and Services</a> website);</li> <li>• Start and end dates of ticket sales;</li> <li>• Numbers and prices of tickets for the entire licence period (For Class D Licences the maximum permitted price of tickets/bingo cards is \$2 each);</li> <li>• Dates, times and locations of all draws;</li> <li>• A list of prizes showing fair market value (FMV) and if the prize was donated; * and</li> <li>• Ticket raffle details including:               <ul style="list-style-type: none"> <li>• How winners are determined;</li> <li>• Schedule of designated prize days (for calendar raffles); *</li> <li>• Description of the token (for token raffles); * and</li> <li>• Full list of rules (for sports pools and player draft raffles). *</li> </ul> </li> </ul>	
<input type="checkbox"/>	For Independent Bingos: <ul style="list-style-type: none"> <li>• Start and end dates (first bingo and last bingo);</li> <li>• Dates, times and locations of all bingos; and</li> <li>• Total value of prizes and total projected sales.</li> </ul>	
<input type="checkbox"/>	Description of how the net gaming proceeds from this application will be used to benefit the community.	

\* Applicants must either provide a scanned copy of this information in PDF, JPEG, DOC, or XLS format or submit paper copies by mail (If you choose to submit by mail, your application will not be processed until all relevant documents are received by the Branch.)

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<input checked="" type="checkbox"/>	<b>Required Information</b>	<b>Class D Licence – Pre-Application Checklist</b>
<input type="checkbox"/>	<p>Names, home addresses, e-mail addresses and phone numbers of 3 – 4 members of the organization/group associated with the application:</p> <ul style="list-style-type: none"> <li>• Three must be named as Officers Responsible for the Application;</li> <li>• One must be named as the Submitter (an Officer Responsible may also assume this role); and</li> <li>• One must be named as the Contact Person (an Officer Responsible may also assume this role).</li> </ul> <p><b>NOTE:</b> The Contact Person must be accessible during regular office hours.</p>	

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