



**Jersey Gambling Commission**

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**GAMBLING (JERSEY) LAW 2012**

**THRIFT CLUB LICENCE**

*PART 2 (REGULATION 11)*

**FORM OF APPLICATION FOR A THRIFT CLUB LICENCE**

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## Licence Application Process

1. Applicants should read the '**Policy Statement for the Conduct, Regulation and Licensing of Thrift Club Gambling in Jersey**', before filling out their annual application form.
2. The Thrift Club should appoint two individuals who will take responsibility for the gambling it proposes to conduct over one calendar year. The two nominated individuals must be prepared to be vetted every three years. The Commission holds these responsible individuals accountable for the good governance of the gambling activities conducted by club members under the permission afforded by the grant of a Thrift Club licence; as outlined in the Policy document (item 1, above). The Policy sets out the mandatory conditions attached to this licence.
3. Vetting of individuals: If this is the first time the club has applied for a licence; or if one or both of the responsible individuals were last vetted three or more years ago; or are new to the role, then the responsible individual(s) must complete a '**Short Personal Declaration Form**' and request a '**Basic Disclosure Scotland**'. The latter may take a few weeks to arrive, but can be submitted at a later date. The completed Personal Declaration Form should be submitted along with this Application Form together with proof of payment to Disclosure Scotland.
4. The responsible individuals nominated by the Thrift Club should complete this '**Application for a Thrift Club Licence**'. The application requires the applicants to detail what gambling they mean to conduct throughout the year by filling out the '**Schedule of Events**'. Please include all gambling activities, such as Christmas raffle, open the box, meat raffle etc. If any changes or additions are made to those activities listed in the application form, after the licence is issued, you must e-mail the Commission at [info@jqc.je](mailto:info@jqc.je).
5. It is the responsibility of the two appointed individuals to maintain records of all gambling events held throughout the year. Following the annual pay out to members, a completed '**Regulatory Return**' must be sent to the Commission with their Application Form for the following year's licence. Depending on when the club plans to recommence activities, they should allow enough time for the application to be processed. The Application Form and Regulatory Return form, should ideally be submitted in December and preferably not later than 15<sup>th</sup> January.
6. The Licence fee is based on the Thrift Club's annual retained profit from gambling in the prior year, which is reported to the Commission on the Regulatory Return. An invoice is issued and payment details along with Licence fees are published in the Fees Notice for Thrift Clubs on the Commission's website. New start up clubs will pay the Tier 1 fee, and existing clubs who have submitted a Regulatory Return will pay at Tier 1, 2 or 3 depending on retained profit.
7. A Thrift Club licence remains valid until 31<sup>st</sup> December of the year of issue.
8. Records should be kept for one calendar year after signing off the Regulatory Return and should be available for review by the Commission, if requested.
9. If one or both of the responsible individuals change during the course of the year, the Commission **MUST** immediately be notified.
10. If the Thrift Club closes during the course of the year, the Commission **MUST** be notified before this happens. A Regulatory Return must be submitted along with proof that all members have been paid out.

Please complete in BLOCK CAPITALS:



**Application Details**

Name of club:

Address of club:

Number of members:

**The Commission requires the details of two individuals responsible for the good governance of the club.**

Name and Address (required):

Telephone/Mobile (required):

Email (required):

Name and Address (required):

Telephone/Mobile (required):

Email (required):

**Schedule of Events**

Gambling event Day or Date of Event Time of Event

Gambling event	Day or Date of Event	Time of Event



### Declaration/Police Checks

**NOTE: This application must be signed by the two responsible individuals on behalf of the club.**

**If you have not been vetted by the Commission within the last three years, you must complete an online application for a Basic Disclosure Scotland Certificate – this can be done online - <https://www.mygov.scot/basic-disclosure/>.**

The Commission must be informed and take account of any convictions by the applicants. As such, the applicants must make a declaration to the effect that they have never been convicted or found guilty of an offence in any Court of Law (including Honorary Police Enquiries, Juvenile Court or Court Martial) and that they do not have a case pending. Please note that the Rehabilitation of Offenders (Exceptions) (Jersey) Regulations 2002 applies and that all convictions must therefore be declared. If an applicant does have a conviction, they must declare it in writing in the Personal Declaration form. Commission vetting lasts three years, however any convictions within this period must be notified to us. Declaration of a conviction does not necessarily mean that your application will be rejected.

I (please **print full name**) \_\_\_\_\_ undertake only to conduct those gambling events linked in the Schedule of Events for the period ending on the last day of the applicable year. I further declare to conduct those events in accordance with the Gambling (Jersey) Law 2012. I confirm that I have read and understood the published Policy Statement for the Conduct and Regulation of Thrift Club Gambling in Jersey.

Print Name and Signature:

Date:

I (please **print full name**) \_\_\_\_\_ undertake only to conduct those gambling events linked in the Schedule of Events for the period ending on the last day of the applicable year. I further declare to conduct those events in accordance with the Gambling (Jersey) Law 2012. I confirm that I have read and understood the published Policy Statement for the Conduct and Regulation of Thrift Club Gambling in Jersey.

Print Name and Signature:

Date:

### Data Protection

The Commission requires data regarding applicants (including lead executives and beneficiaries, where necessary) for the purposes set out in the Gambling Commission (Jersey) Law 2010 and the Gambling (Jersey) Law 2012. As a competent authority listed in Schedule 1 of the Data Protection (Jersey) Law 2018, the Commission will primarily collect and process data and special category data necessary for the exercise of its public functions.

The Commission has produced a Privacy Policy for users and an Information Note. These are available on the website at the following link - <https://www.jgc.je/data-protection>. Please read them carefully.



This application form and any additional attachments should be bound as a single document and sent along with the Regulatory Return to the address below. An invoice will then be issued for the Licence Fee.

**Jersey Gambling Commission,  
4<sup>th</sup> Floor, Osprey House  
5-7 Old Street  
St. Helier  
Jersey  
JE2 3RG**

The principal purpose of seeking the information required by this Application Form is to provide core factual details, thereby enabling:

- Assessment of gambling and individuals involved;
- Whether the correct licence has been applied for, and
- Identify if further information is needed or required.

Additional information may be sought by the Commission which may result in a visit to the premises or a meeting with the applicant.

If any details set out in this form change prior to the determination of the application, you must notify the Commission in writing as soon as reasonably practicable.

Use BLOCK CAPITALS.

All dates should be in the form of Day / Month / Year (DD / MM / YYYY).

Answer every question, using N/A or NIL where applicable.

Use additional sheets as necessary, clearly referencing the relevant question you are answering. Please number, date and sign any additional attached pages to the application form.

The Application will not be processed until all requested documentation is received.

If you require any assistance or would like to discuss any part of the application form, please contact the Commission on +44 (01534) 828540.