

Welcome to the Venue Manual

This online resource is designed to assist gaming venue operators meet their regulatory and compliance obligations. It is important that you read the Terms and Conditions before accessing the Venue Manual.

While the Venue Manual is published online, there is an option to download and print the entire manual, or relevant sections, for use within a gaming venue. To download and print the entire manual, select the 'PDF' button on the right hand side of this page. To download individual sections or sub-sections, select the same button on the relevant page.

Please note that information in this manual is being continuously reviewed and updated as changes to the regulatory environment occur. When using a printed copy of the Venue Manual, you should check that it is the latest version from this website.

Terms and conditions

The Venue Manual is intended for gaming venue operators and gaming industry employees only.

The manual is available for you to access on the terms and conditions set out below. By accessing this manual, you agree to these terms and conditions.

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- re-transmitted in any media.

Gaming Machine Entitlements

Gaming Machine Entitlements

Venue operators are responsible for the ownership and operation of gaming machines. The venue operator must hold a gaming machine entitlement for each machine in operation.

Each entitlement authorises venue operators to operate one gaming machine.

For further information refer to the [Gaming machine entitlements fact sheet](#) page on the VGCCC website.

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Disclaimer

This manual avoids the use of legal language. Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation. The Victorian Gambling and Casino Control Commission (VGCCC) does not accept or undertake any duty of care relating to any part of this manual.

While the material contained in this manual has been compiled with all due care, the VGCCC does not warrant or represent that the material is free from errors or omissions, or that it is exhaustive. The VGCCC does not accept any liability, nor takes responsibility for the accuracy, currency or correctness of material included in the information that has been provided neither by third parties nor for the accuracy, currency, reliability or correctness of links or references to information sources (including Internet sites).

1.0 Amending Entitlement Conditions

Under section 3.4A.5(4) of the [Gambling Regulation Act 2003](#) every gaming machine entitlement allocated by the Minister has a condition that specifies the region or municipal district in which gaming may be conducted under that entitlement (a geographic area condition) and a condition that specifies the type of approved venue (either club or hotel) in which gaming may be conducted under that entitlement (a venue condition). A venue operator may request an amendment to the geographic area condition or venue condition of their gaming machine entitlement.

An application to change the geographic area condition or venue condition requires the venue operator to lodge with the Commission an application to amend gaming machine entitlements conditions via the [Online gambling services portal](#).

An applicant may nominate a date for the amendment to take effect from and the reason for this date being requested. Please note that a requested date for amendment is not automatically guaranteed and the Commission may approve the amendment effective from another date. If no date is nominated, the amendment will take effect from the date the Commission makes its decision.

Please check the [VGCCC website](#) for further information.

You will be advised in writing of the outcome of the Commission's decision concerning your application. If the Commission approves the amendment, you will receive a 'Notice of Approved Amendment of Gaming Machine Entitlement Condition' detailing the gaming machine entitlement/s where the conditions have been approved for amendment.

For more information, please view the [amendment of gaming machine entitlement conditions information sheet](#) (PDF: 354KB).

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2.0 Payment of Entitlements

Venue operators that elected to pay for gaming machine entitlements under deferred payment arrangements are required to meet minimum payment terms for their entitlements.

If a venue operator fails to comply with the minimum payment terms:

- a) interest becomes payable on any overdue amount; and
- b) the entitlements may be forfeited back to the State.

Venue operators are able to pay for entitlements early without penalty.

Payment Terms for Club Entitlements

The Entitlement Related Agreement for Payment specifies the payment terms that a venue operator must comply with. If the venue operator does not make full payment by 16 August 2022, then payments of 28 quarterly instalments will be required.

Quarterly instalments are payable on or before the last day of every third month following the date from which entitlements can be used to operate machines, i.e. the last day of November, February, May and August.

Payment Terms for Hotel Entitlements

The Entitlement Related Agreement for Payment specifies the payment terms that a venue operator must comply with. If the venue operator does not make full payment by 16 August 2022, then payments of 20 instalments will be required.

Quarterly instalments are payable on or before the last day of every third month following the date from which entitlements can be used to operate machines, i.e. the last day of November, February, May and August.

Payments in advance of the due dates can be made at any time.

Venue operators can access details of payments and copies of their Entitlement-Related Agreement for Payment via the [Online gambling services portal](#) under the Financials tab.

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3.0 Forfeiture of Entitlements

Entitlements will be forfeited if:

- the entitlement holder is no longer a licensed venue operator; or
- the entitlement holder has not complied with the payment requirements as outlined in the Entitlement Related Agreement for Payment; or
- the entitlement holder fails to use the entitlements within the relevant holding period.

Licensed Venue Operators

A venue operator can only hold entitlements if it is currently licensed. Any entitlements held by a venue operator are forfeited if the venue operator's licence is cancelled, surrendered or is not renewed by the expiry date.

Non-compliance with Payment Requirements

Any entitlements held by a venue operator are forfeited if the venue operator fails to meet its payment requirements. Venue operators should pay the full amount owing for each scheduled payment on or before the due date.

Fail to use

A venue operator who purchases entitlements has six (6) months to use the entitlements. Should the venue operator not be able to use the entitlements they may apply to the Commission to extend the relevant holding period. Failure to utilise or seek an extension will result in forfeiture of the relevant entitlements.

Penalties for entitlements that are forfeited

- All amounts owing at the date of forfeiture become immediately due and payable to the State. This includes all future payments, penalty interest and prescribed fees.
 - The State will be able to reallocate the entitlements through the transfer scheme.
 - The State will pass on to the original entitlement holder the amount obtained for the entitlement on transfer, less any amounts owing to the State, any prescribed fees and any fines imposed by the State.
 - For more information, please view the [forfeiture of gaming machine entitlements information sheet](#) (PDF: 347KB).
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4.0 Transfer of Entitlements

Entitlements can only be transferred to another licensed venue operator.

Venue operators who wish to transfer gaming machine entitlements must advertise the availability of the entitlements on the VGCCC transfer market website except where:

1. transfer of the entitlement is integral to the sale of a gaming business;
2. the transfer is between venue operators who are 'related bodies corporate' under the Corporations Act 2001 (Commonwealth); or
3. is the subject of concluded negotiations for sale or is not intended to be entered into with an unrelated purchaser on the open market; or
4. in circumstances otherwise determined by the VGCCC.

Operators can advertise by other means also providing these do not involve, or attempt to involve, the completion of the transaction (e.g. eBay).

Negotiations around price between the two venue operators may take place in private.

Once a venue operator decides who to sell their entitlement to, they must apply to VGCCC through the transfer application form found on the [Online gambling services portal](#).

The venue operator transferring the entitlements must pay the prescribed fee when applying.

For more information, please view the [Gaming machine entitlements information sheet](#) or [Transfer of gaming machine entitlements information sheet](#) on the Gaming machine entitlements page of the website.