



SCHEDULE 1

TO THE KWAZULU-NATAL GAMING AND BETTING BOARD BETTING RULES 2015

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SCHEDULE 1 TO THE KWAZULU-NATAL GAMING AND BETTING BOARD RULES: PROCEDURES

Applicability

As specified in the Regulations, the Board has developed procedures to be followed by licensees which must be read in conjunction with the relevant Rules.

These procedures are set out in the following manner:

Part 1 is applicable to all applicants and licensees within the Bookmaker, Totalisator and Racecourse Operator sectors of the Betting Industry.

Part 2 is applicable to all applicants and bookmaker licensees as well as manufacturers, suppliers, or maintenance provider licensees who deal with bookmaker licensees.

Part 3 is applicable to all applicants and totalisator licensees as well as manufacturers, suppliers, or maintenance provider licensees who deal with totalisator licensees.

Part 4 is applicable to all applicants and racecourse operator licensees as well as manufacturers, suppliers or maintenance provider licensees who deal with racecourse operator licensees.

PART 1 GENERAL

1.1 Dispensation

A licensee must follow the application procedure as prescribed in paragraph 1.3 below for any dispensation as referred to in the Rules, using the form prescribed in Schedule 2 to these Rules.

1.2 Requests for Information, Documents or Records of the Board

- (1) In the event that information, documents or records of the Board are requested from the Board, the requester must apply to the Board by means of the completion and submission of the access to information form, as contained in Schedule 2 to these Rules.
- (2) The request must be submitted to the Board who will ensure that such request is considered by the Board in accordance with Section 21 of the Act.

1.3 Applications to the Board

All applications that require approval from the Board in terms of the Act, Regulations or Rules must be made to the Board in the following manner:

- (1) A licensee/applicant must complete the relevant application form(s), as prescribed in Schedule 2 to the Rules, which is available from the Board and/or on the Board's website.
- (2) All applications must be completed honestly, in full and any application instructions must be strictly adhered to.

- (3) The required annexures, as set out in the relevant application form, must accompany the application.
- (4) Incomplete applications will be returned to the applicant and applicable application fees forfeited.
- (5) Payment of the application fees, or proof of payment of the prescribed fee as set out in Schedule 2 to the Act, must accompany the application.
- (6) The application form and the supporting documentation must be submitted to the office of the Board.
- (7) The application will be analysed and evaluated by the office of the Board in accordance with the Act, Regulations, Rules and other relevant legislation.
- (8) The Board will determine whether such approval will be granted or not, the outcome of which will be made known to the licensee/applicant.
- (9) Where approved, such approval may be subject to any conditions specified by the Board.
- (10) Where declined, the Board will provide the applicant with reasons in writing, for such refusal.
- (11) The licensee must submit to the Board any further documentation or supporting information as may be required by the Board in respect of such application.

1.3.1 Application for Amendment, Substitution or Rescission of Condition Attached to a Betting Licence or Certificate of Registration

All Applicants for the amendments, substitution or rescission of a condition attached to a betting licence or certificate of registration must follow the application procedure as prescribed in paragraph 1.3 above using the form prescribed in Schedule 2 to the Rules.

1.3.2 Application for Renewal of Licence

All applicants for the renewal of licenses must follow the application procedure as prescribed in paragraph 1.3 above using the form prescribed in Schedule 2 to the Rules.

1.4 Registration of Persons

Those persons required to be registered in terms of applicable legislation and the Board's Rules, as well as where licensees who wish to apply for temporary registration of a prospective manager, must follow the application procedure as prescribed in paragraph 1.3 above and use the respective prescribed forms as contained in Schedule 2 to these Rules.

1.5 Notification of Termination of Registered Employees

The licensee must complete and submit the prescribed form, within the fourteen [14] day period referred to in Rule 2.6, as contained in Schedule 2 to these Rules in the event that there is a termination of a registered employee.

1.6 Suitability of Third Parties / Certificate of Suitability

- (1) Should the Board require an application for a certificate of suitability, such person must follow the application procedure as prescribed in paragraph 1.3 above and use the prescribed forms as contained in Schedule 2 to these Rules.

1.7 Betting Premises

1.7.1 Approval of Betting Premises

- (1) A licensee must apply to the Board for approval of new betting premises; temporary betting premises; as well as alterations and or additions to its current betting premises in the manner prescribed in paragraph 1.3 above using the prescribed form as contained in Schedule 2 to the Rules.
- (2) All applications for approval of premises and any structural alterations or additions to existing premises must be accompanied by the following documentation:-
 - (a) Proof of right to occupy– with terms and conditions;
 - (b) A detailed floor plan must be drawn to scale in A3 size and must indicate the internal layout of the premises in respect of the following:-
 - (i) Position of the bookmaker/tote office;
 - (ii) Betting counters;
 - (iii) Number of betting/tote terminals (office and betting counters);
 - (iv) Where applicable, bar/kitchen facilities;
 - (v) Ablution facilities;
 - (vi) Designated smoking area, (if any); and
 - (vii) Designated LPM site (if applicable).
 - (c) An A4 size copy of a street location plan – detailing the position of the intended premises and the physical address.

1.7.2 Amendments to Approved Floor Plan

- (1) A licensee must apply to the Board for approval of any amendments to its floor plan as referred to in the Rules in the manner prescribed in paragraph 1.3 above using the form prescribed in Schedule 2 to the Rules.
- (2) The application form must be accompanied by a detailed floor plan as required in paragraph 1.7.1(2)(b) above.

1.7.3 Relocation of Business to Other Premises

- (1) A licensee must follow the application procedure as prescribed in paragraph 1.3 above for the relocation/removal, whether permanently or temporarily, of his or her business from the premises specified in the licence to other premises, using the form prescribed in Schedule 2 to these Rules.

- (2) The application form must be accompanied by a detailed floor plan as required in paragraph 1.7.1(2)(b) above.

1.8 Notification to Board of Disqualifying Information

A licensee must notify the Board of any disqualifying information in terms of the Act, within twenty four [24] hours of any owner, director, officer or registered employee by means of the completion and submission of the prescribed form as contained in Schedule 2 to the Rules.

1.9 Reports of Contraventions of the Act, Regulations or Rules

A licensee must report any contravention of the Act, Regulations or Rules to the Board within twenty-four (24) hours of the discovery thereof by means of the completion and submission of the prescribed form, as contained in Schedule 2 to the Rules.

1.10 Extension of Time for Reporting

A licensee must make application to the Board for any extension of time for filing any report or document required by the Act, the Regulations or these Rules by means of the completion and submission of the prescribed form as contained in Schedule 2 to the Rules.

1.11 Betting Complaints or Disputes

The Boards contact information to be displayed to the public must be written in **Arial Black** using a font size 72

1.12 Lodging of Betting Disputes to the Board

- (1) Any patron or licensee who wishes to submit a betting dispute to the Board must:
- (a) Do so in writing addressed to the Chief Executive Officer of the Board within sixty (60) days from the date upon which the dispute arose, by means of the completion of the prescribed form as contained in Schedule 2 to the Rules; and
 - (b) At the same time furnish full particulars of such dispute, and where applicable, substantiating documentation to support the dispute.
- (2) The relevant parties may be required to attend a hearing of the Board regarding the dispute, where, at the conclusion of the hearing, the Board will adjudicate upon the dispute.

1.13 Claims for Refund of Overpaid Betting Tax

A licensee must lodge a written claim to the office of the Chief Executive Officer of the Board, using the prescribed form as contained in Schedule 2 to the Rules, motivating the claim for the refund.

1.14 Nomination of Manager to Fulfil Licensees Obligations in terms of Tax Returns

A licensee must follow the application procedure as prescribed in paragraph 1.3 above for the authorisation to nominate a manager to fulfil his/her obligations in respect of the returns

and payments of taxes and deductions, using the form prescribed in Schedule 2 to these Rules.

1.15 Approval of Computerised Record Keeping System / Wagering Software

Any person who wishes to develop, manufacture, or supply a computerized record keeping system for the purpose of recording bets and betting transactions, or wishes to make any amendments to such approved system, must follow the application procedure as prescribed in paragraph 1.3 above for approval of such system, using the form prescribed in Schedule 2 to these Rules.

PART 2 BOOKMAKERS

2.1 Application for Bookmaker Licence

An applicant who wishes to operate as a bookmaker must apply to the Board in the manner prescribed in paragraph 1.3 above using the form prescribed in Schedule 2 to these Rules.

2.2 Temporary Registration of Managers

A licensee who wishes to register a temporary manager must complete and submit the prescribed form as contained in Schedule 2 to these Rules.

2.3 Notification of Change of Manager

The licensee must complete and submit the prescribed form as contained in Schedule 2 to these Rules in the event that there is a change of manager.

2.4 Secondary Premises

A licensee who wishes to enter betting transactions from a secondary betting room premises must apply to the Board for approval in the manner prescribed in paragraph 1.3 above using the form prescribed in Schedule 2 to these Rules.

2.5 Defaulting Bettor

A licensee who wishes for a person to be declared a defaulter must apply in the manner prescribed in paragraph 1.3 above using the form prescribed in Schedule 2 to these Rules

PART 3

TOTALISATORS

3.1 General Totalisator Rules

(1) **A Totalisator operator who wishes to amend their betting rules** must follow the application procedure as prescribed in paragraph 1.3 above, using the form prescribed in Schedule 2 to these Rules.