NORTHERN TERRITORY RACING AND WAGERING COMMISSION

GUIDELINE NO. 1/2025

Guideline – Premises and Nominee Requirements in the Northern Territory

1. Authority

The Northern Territory Racing and Wagering Commission (Commission) issues this Guideline under section 42 of the *Racing and Wagering Act 2024* (Act).

2. Maintaining Premises in the Northern Territory *(Division 1, Part 6)*

2.1. Mandatory Physical Premises

Section 152(1) of the Act requires all betting exchange licensees and sports bookmaker licensees to maintain physical premises within the Northern Territory for the conduct of the business of wagering.

Premises must be a physical, functional office space approved by the Commission, with a designated street address, including an office or suite number when applicable.

Premises must not, under any circumstances, be:

- a nominal address used only for licensing purposes;
- a virtual office, digital-only office; or any arrangement lacking permanent physical facilities;
- a serviced mailbox, mail-forwarding address, or any location used solely for receiving or collecting mail;
- a coworking space, shared office or hot-desking arrangement without fully exclusive use and control of a permanently defined access restricted area;
- a location where the licensee does not hold exclusive possession, operational control and unrestricted access; or
- within, attached to, or forming any part of a private residence.

2.2. Restrictions on Shared Premises

The premises must be exclusively occupied by the licensee and clearly function as the licensee's dedicated workplace.

Licensees must not share office space with other wagering operators or with any other organisation, regardless of industry or purpose.

2.3. ASIC Registration Requirement

The premises must be registered as the licensee's principal place of business with the Australian Securities and Investment Commission (ASIC), with such registration remaining accurate at all times.

2.4. Premise Standards and Functionality

The licensee's premises must:

- function as a genuine business office supporting day to day wagering operations;
- be staffed and operational during reasonable business hours;
- be secure, with controlled access to prevent unauthorised entry;
- be clean, tidy and professionally maintained; and
- display clearly visible signage on the primary entrance area indicating that the premises belong to the licensee.

2.5. Premise Layout and Access

Premises must provide:

- secure storage for records, equipment and confidential information;
- suitable workspace for licensee staff; and
- accessibility for entry and inspection by an Inspector appointed under section 32(1) of the Act during reasonable business hours or at any time the premises are in use.

3. Changing Premises (*section 152(3)*)

3.1. Commission Approval

Licensees must not move or change premises without prior approval from the Commission.

3.2. Application to Change Premises

The application must include:

- reasons for the requested change;
- details of the proposed premises;
- confirmation of exclusive occupation and compliance with all standards as set out in this Guideline;
- a transition plan ensuring operational continuity and record security; and
- confirmation ASIC records will be updated after approval.

(Licensees may request preliminary advice from an Inspector on the potential suitability of the proposed premises before formally applying to the Commission to change premises).

3.3. Required Evidence Following Approval

Following Commission approval to move or change premises, the licensee must provide to the Commission:

- a copy of the formal lease agreement or ownership agreement for the premise; and
- confirmation that ASIC records have been updated to reflect the new premise address.

4. Nominee Responsibilities

4.1. Ongoing Requirement to Maintain a Nominee

A betting exchange licensee and a sports bookmaker licensee must always maintain an approved nominee, for the full duration of the licence.

The requirement to nominate an individual at the time of application (see section 132(1)) continues throughout the entire operational life of the licence.

The nominee's role is tied to the operation of the licence, not merely the application process.

A nominee may represent only one licensee at any given time.

The licence cannot operate without a current Commission approved nominee who holds a key person licence in accordance with section 123.

The nominee must:

- be an individual approved by the Commission;
- be a resident of the Northern Territory;
- hold a key person licence as required under section 123(1)(b);

- have successfully undertaken responsible gambling training in accordance with the National Consumer Protection Framework for Online Wagering including the minimum requirements set out in the National Unit of Competency, CHCFIN005 – 'Provide responsible online wagering services'; and
- be available and capable of performing regulatory obligations attached to the role.

The nominee represents the licensee continuously for all obligations, operations, compliance matters and dealings with the Commission.

4.2. Core Duties of the Nominee

The Nominee must:

- be contactable by the Commission, the Director of Racing and Wagering or an Inspector during business hours;
- be available to provide immediate physical access to the licensee's premises in the Northern Territory;
- oversee daily compliance with premise requirements, including security, cleanliness, exclusivity and operational functionality; and
- supervise and ensure proper conduct of telephone wagering activities occurring from the licensee's premises in the Northern Territory.

4.3. Obligations When the Nominee Becomes Unavailable

If the nominee:

- becomes unavailable;
- is expected to be absent from the Northern Territory; or
- is otherwise unable to perform their duties;

the licensee must:

- immediately designate an alternative nominee;
- ensure that the alternative nominee is approved by the Commission, holds a key person licence and has undertaken responsible gambling training; and
- ensure continuity of nominee functions during the transition.

5. Changing Nominee

5.1. Requirement for Prior Approval

A licensee must not change the nominee without prior approval of the Commission unless a reasonable excuse exists. If a change occurs due to reasonable excuse (such as sudden resignation), the licensee must:

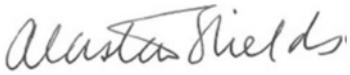
- maintain continuity of nominee responsibilities;
- seek the Commission's approval for the new nominee; and
- ensure the individual applies for a key person licence (if not already held) and undertakes responsible gambling training immediately upon becoming aware of the need for change.

5.2. Application to Change Nominee

The application must include:

- reasons for the proposed change;
- the identity of the proposed nominee;
- all identification, probity and suitability material in relation to the proposed nominee;
- confirmation of the proposed nominee's residency in the Northern Territory;

- confirmation that the proposed nominee is eligible for, and has lodged an application for a key person licence under section 123;
- confirmation that the proposed nominee has completed responsible gambling training; and
- a transition plan ensuring operational continuity.



Alastair Shields
Chair
Northern Territory Racing and Wagering Commission

10 December 2025