



A great place to live, work & play

Application for a Licensed Premises Gaming Machine Permit

Gambling Act 2005

SCARBOROUGH BOROUGH COUNCIL
Licensing Services, Town Hall, St Nicholas Street, Scarborough, YO11 2HG

Notification of 2 or less Gaming Machines or Gaming Machine Permit Application (i.e. for greater than 2 machines) for: Conversion / Grant / Variation / Transfer

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your records.

Section A – What do you want to do?

1. Please indicate what you would like to do?

- a) **Notify** the Licensing Authority that you intend to provide up to a maximum total of 2 gaming machines category C and / or D (if you choose this option complete sections D and E)
- b) Apply to **convert** an existing Section 34 permit issued under the Gaming Act 1968, into a licensed premises gaming machine permit (i.e. for more than 2 machines) (if you choose this option complete sections B, D and E)
- c) Apply for a **new** licensed premises gaming machine permit (if you choose this option complete Sections B, D and E)
- d) Apply to **vary** an existing licensed premises gaming machine permit (if you choose this option complete Sections B, D and E))
- e) Apply to **transfer** an existing licensed premises gaming machine permit (if you choose this option complete Sections B, D and E))

Section B – Application for grant (includes conversion, new and variation applications)

2. How many gaming machines are you currently authorised to provide and if this is a new or variation application, how many do you wish to provide?

Category Machine	Number currently	Number wish to provide (new or variation)
C		
D		
Total		

3. If you are currently authorised to provide more than 2 machines, please provide your existing Section 34 Gaming Act 1968 permit, or provide reasons stating why it cannot be provided.

*Existing permit provided

(Reasons why existing permit cannot be provided)

.....
.....
.....
.....
.....
.....

* Please keep a copy of your existing permit on the premises to which it relates

**Section C – Application for Permit Transfer
(i.e. where a transfer has been requested for the Licensing Act 2003 premises licence)**

4. Name of person requesting the transfer (this will also be used for invoicing purposes)

.....

5. Address of person requesting the transfer

.....

6. Confirmation that an application to transfer the relevant Licensing Act 2003 Premises Licence has been:

Requested

Granted

7. Please provide your existing permit, or provide reasons stating why it cannot be provided

Existing permit provided

(Reasons why existing permit cannot be provided)

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.....
.....
.....
.....
.....

Section D – Premises Licence Information

8. Name of Premises (this will also be used for invoicing purposes)

.....

9. Address of Premises

.....
.....

.....

10. Telephone Number of Premises

11. Name of existing Premises Licence holder

12. Address of existing Premises Licence holder (if different from 8 above)

.....

.....

.....

13. Telephone Number (daytime) of Premises Licence holder

.....

14. Email Address of Premises Licence holder

.....

15. Name, address telephone number and email of agent (e.g. solicitor) if submitted on behalf of the applicant

.....

.....

.....

16. Licensing Act 2003 Premises Licence Number

.....

Section E – Declaration & Checklists

I confirm that, to the best of my knowledge, the information contained in this application is true. I understand that it is an offence under Section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives information which is false or misleading.

I confirm that I am aware of and will comply with the relevant rules and Codes of Practice relating to Licensed Premises Gaming Machines

Checklist:

- 1) I have made/enclosed the payment of the correct fee
- 2) I request an acknowledgement of my automatic entitlement of 2 machines
- 3) Where applicable, I have enclosed the Licensed Premises Gaming Machine Permit or provided reasons for not enclosing this
- 4) I understand that if the above requirements are not complied with my application may be rejected

Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of an applicant, please state capacity:

Signature:

(by or on behalf of the Licensing act 2003 Premises Licence Holder)

Print Name:

Date: **Capacity:**
(dd/mm/yyyy)

Using your personal information

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at www.scarborough.gov.uk/gdpr or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO112HG (tel 01723 232323 or email dataprotection@scarborough.gov.uk).

FEES

Existing Operator	£100
New Application Fee	£150
Variation	£100
Transfer	£25
First Annual/Annual Fee	£50
Entitlement to 2 machines	£50

**NOTIFICATION OF 2 OR LESS GAMING MACHINES or
GAMING MACHINE PERMIT APPLICATIONS (i.e. for greater than 2 machines) for:
CONVERSION / NEW / VARIATION / TRANSFER**

Guidance notes:

1. This form is to be used for the **notification of up to 2 gaming machines** of categories C and / or D under Section 282 of the Gambling Act 2005, or for the **conversion of an existing Section 34** gaming machine permit under the Gaming Act 1968, or for a **new application, variation or transfer** of a alcohol licensed premises gaming machine permit under the Gambling Act 2005.
2. The premises must be licensed under the Licensing Act 2003 to sell alcohol for consumption on the premises, without the requirement that alcohol is served only with food and there must be a bar for serving alcohol to customers on the premises.
3. The gaming machines must be located on these licensed premises.
4. A 'Premises Licence holder' is a person holding a Premises Licence under the Licensing Act 2003.
5. There is no statutory limit to the number of machines which may be applied for although the licensing authority has some discretion in this regard. It should also be noted that the licensing authority can cancel the permit or vary the number of machines should the premises be mainly used for making gaming machines available for use on the premises (Schedule 13 paragraph 16 Gambling Act 2005). You may therefore wish to contact the licensing authority to ask whether there is a local policy as regards applications and whether application for certain numbers of machines are decided via a hearing of local councillors.
6. The permit's duration is indefinite as it is linked to the Licensing Act 2003 Premises Licence. There is a first annual fee payable and an annual fee payable after that before each anniversary of the date of issue of the permit. Failure to pay the annual fee may result in the cancellation of the permit. The annual fee is £50. **There are no annual fees payable for 2 machines or less.**
7. Sections 282 and 283 of the Gambling Act 2005 provide for two types of gaming machines which can be located in alcohol licensed premises. These are:
 - Category C: Maximum stake = £1 / Maximum prize = £70
 - Category D: Maximum stake = 10p or 30p non-monetary / Maximum prize = £5 cash or £8 non-monetary
8. **All alcohol licensed premises which provide gaming machines for use on the premises must comply with any relevant Code of Practice issued by the Gambling Commission under Section 24 of the Gambling Act 2005.** The Gaming Machine Code of Practice for Alcohol licensed premises permits and permissions is available via the Gambling Commission's website at: <http://www.gamblingcommission.gov.uk/> Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or your local Council licensing service.
9. This licensing authority must notify the applicant of its grant / refusal of the application for a permit as soon as is reasonable practicable after that decision to grant / refuse has been made.
10. Where you are notifying the local licensing authority of 2 machines or less, you may wish to request an acknowledgement of receipt of the notification. The form attached to this application can be utilised for this purpose.



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**REQUEST OF RECEIPT OF MY NOTIFICATION OF
2 OR LESS GAMING MACHINES**

I,(insert the name of the Licensing Act
2003 Premises Licence Holder), request that this paper is returned to me at the following
address and with the details below provided by the local Licensing Authority, so as to
acknowledge my notification of 2 or less gaming machines at
..... (insert
name of premises).

Insert the address to which you wish this acknowledgment to be sent:

.....
.....
.....
.....

Official use only (to be completed by the Licensing Authority)

Date of receipt of notification of 2 or less gaming machines:

Date of receipt of fee:

Signature:

Job Title: Licensing Manager