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Application for an Unlicensed Family Entertainment Centre Gaming Machine Permit

**Gambling Act
2005**

SCARBOROUGH BOROUGH COUNCIL

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

Application for Grant / Renewal / Change of Name

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) Apply for a **new** unlicensed Family Entertainment Centre
Gaming Machine Permit

b) Apply to **renew** an unlicensed Family Entertainment Centre
Gaming Machine Permit

b) Request that the Licensing Authority **changes the name** on
the Permit due to the existing permit holder's change of name
or wish to be known by another name
(If you chose this option then please also complete Section C)

Section B – Application for grant / renewal

2. Are you aware of any premises licence, issued under the Gambling Act 2005, which exists in relation to the premises to which this application relates?

Yes/ No [delete as appropriate]

If 'yes' please provide details (e.g. Premises Licence Number)

.....

Section C – Change of Name (where applicable)

3. What is the name of the permit holder on the existing permit?

.....

4. What is the reference (e.g. number) of the existing permit?

.....

5. What name change is requested by the permit holder?

.....

6. Why is this change of name being requested?

.....

.....

Section D – Applicant Details

If you are an individual, please fill in part A. If the application is being made on behalf of an organisation (such as a company or partnership), please fill in Part B.

**Part A
Individual applicant**

7. Title: Mr Mrs Miss Ms Dr Other (please specify)

.....

8. Surname: Other name(s):

9. Applicant's address (home or business [*delete as appropriate*]):

.....

.....

..... Postcode:.....

10. Telephone Number (inc STD code:

Evening:

Daytime:

11. E-mail address:
(optional)

12. Are you over 18? **Yes/ No** [*delete as appropriate*]

Part B

Application on behalf of an organisation

13. Type of organisation:
- limited company
 - partnership
 - unincorporated association
 - other (please specify)

14. Name of applicant business or organisation:
.....

15. Registered or principal address:
.....
.....
..... Postcode:

16. Company registration number (if applicable)
.....

Declaration:

I confirm that I am authorised to make this application on behalf of the organisation

(please tick)

Signed:

Dated:

Section E – Premises Details

17. Trading name of premises:

18. Address of premises:

.....

..... Postcode:

19. Telephone number at premises (if known):
.....

20. Number of staff employed at the premises:

21. Please indicate the amount of space around gambling machines:

.....

Section F – Children

22. Describe the steps that you intend to take to promote protection of children from harm?

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

Section G – 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 the relevant rules and Codes of Practice relating to Prize Gaming Permits that will apply to this Permit

I confirm that I have a full understanding of the maximum stakes and prizes permissible under this Permit.

I confirm that my staff have a full understanding of the maximum stakes and prizes permissible under this Permit and can produce evidence to support this if required.

I confirm that I have complied with the relevant legislation relating to Health and Safety and Fire and can produce evidence to support this if required.

Checklist:

- I have made/enclosed payment of the correct fee
- I have enclosed a scaled plan of the premises indicating the location of Category D Machines, ATMs, and any appropriate Notices to be displayed
- I have enclosed the original, or certified copy, of my current Public Liability Insurance documentation

- I understand that if the above requirements are not complied with my application may be rejected
- I understand that I must now give a copy of this application to the Chief Officer of Police

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

Signature:

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, YO11 2HG (tel 01723 232323 or email dataprotection@scarborough.gov.uk).

Additional information required in accordance with the Gambling Policy Statement of Principles for Unlicensed Family Entertainment Centres

As these premises are open to children and young persons, the Licensing Authority will require additional information when an applicant applies for this permit as follows:

- ❖ A 1:100 scaled plan of the premises showing the boundary of the permitted area;
- ❖ Evidence that applicants have a full understanding of the maximum stakes and prizes that are permissible;
- ❖ Evidence that staff are trained to have a full understanding of the maximum stakes and prizes that are permissible;
- ❖ Evidence of staff training by way of a Premises Log Book which should be signed and dated by staff to prove that training has been undertaken and understood;
- ❖ Policies and procedures in place to protect children from harm. Harm in this case is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures such as training, covering how staff would deal with unsupervised very young children being on the premises or children causing perceived problems on or around the premises or suspected truant school children on the premises.
- ❖ The amount of space around gaming machines to prevent jostling of players or intimidation;
- ❖ Evidence that the applicant has complied with Health and Safety and Fire Safety legislation;
- ❖ Numbers of staff employed;

- ❖ Current Public Liability Insurance documents and any other such information the Licensing Authority will from time to time require.

FEES

Existing Operator	£100
New Application	£300
Renewal	£300