

APPLICATION FOR LICENSED PREMISES GAMING MACHINE PERMIT UNDER THE GAMBLING ACT 2005

FOR USE BY PREMISES LICENSED TO SUPPLY ALCOHOL FOR CONSUMPTION ON THE PREMISES

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:

- | | |
|---|--------------------------|
| Notify the licensing authority that you intend to provide up to a maximum total of 2 gaming machines Category C and/or D
<i>(please complete section D and F, and the request for acknowledgement)</i> | <input type="checkbox"/> |
| 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)
<i>(please complete section B, D and F)</i> | <input type="checkbox"/> |
| Apply for a new Licensed Premises Gaming Machine Permit
<i>(please complete section B, D, E and F)</i> | <input type="checkbox"/> |
| Apply to vary an existing licensed premises gaming machine permit
<i>(please complete sections B, D and F)</i> | <input type="checkbox"/> |
| Apply to transfer an existing licensed premises gaming machine permit
<i>(please complete sections C, D and F)</i> | <input type="checkbox"/> |

Section B – Application for grant*(complete this section for 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? (please complete the boxes in the table)

Machine Category	Number currently authorised to provide	Number wish to provide
C		
D		
Totals		

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.

***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

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

☐ Requested

☐ Granted

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

☐ Existing permit provided

☐ Reasons why existing permit cannot be provided

Section D – General Information

(complete this section for notification, conversion, new and variation and transfer applications)

7 Name of premises
8 Address of premises
9 Telephone number of premises
10 Name of existing premises licence holder
11 Address of premises licence holder (if different from 8 above)
12 Telephone number (daytime) of premises licence holder
13 E-mail address of premises licence holder (where available)
14 Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of applicant.
15 Licensing Act 2003 Premises Licence number

Section E – Operating Schedule

(complete this section for new applications)

16 Please describe the policies and procedures in place to protect children and vulnerable people from harm.

(This should include the measures in place to ensure under 18 year olds do not have access to the adult only gaming machines. This may include the adult machines being in sight of the bar, or in the sight of staff who will monitor the machines are not being used by those under 18. Notices and signage may also be a consideration. Regarding the protection of vulnerable people, the provision of leaflets/helpline numbers for organisation such as Gamcare may be appropriate).

Section F – Checklist and Signatures

I enclose the sum of £.....

☐

I confirm that I occupy/propose to occupy the premises to which this application relates.

☐

I confirm that I am 18 years or older.

☐

I understand that I must comply with the Gaming Machine Code of Practice for Alcohol Licensed Premises Permits and Permission issued by the Gambling Commission (see guidance note 8)

Please note that it is an offence under section 342 of the Gambling Act 2005 if a person, without reasonable excuse, gives to a licensing authority for a purpose connected with that Act information which is false or misleading.

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

Signature:

Print Name:

Date: (dd/mm/yyyy) Capacity:

For joint applications, signature of 2nd applicant, or 2nd applicant's solicitor or other authorised agent. If signing on behalf of the applicant, please state in what capacity:

Signature:

Print Name:

Date: (dd/mm/yyyy) Capacity:

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 within 30 days of the grant of the licence 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 = 50p / Maximum prize = £35
 - 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.



HARROGATE BOROUGH COUNCIL
Licensing Team, Springfield House, Kings Road, Harrogate, HG1 5NX

**REQUEST FOR ACKNOWLEDGMENT OF RECEIPT OF MY
NOTIFICATION OF 2 OR LESS GAMING MACHINES
Gambling Act 2005**

**FOR USE BY PREMISES LICENSED TO SUPPLY ALCOHOL
FOR CONSUMPTION ON THE PREMISES**

I,
(insert name of the Licensing Act 2003 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 address to which you wish this acknowledgement to be sent:

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

Official use only

Date of receipt

Signature and name of staff who received

Date of receipt of fee

Signature and name of staff who received fee

Application accepted / returned (delete as appropriate)

Date of premises licence (Licensing Act 2003) transfer, if applicable: