

ADMINISTRATION OF GAMBLING ON TRACKS LIMITED**PARTNERSHIP/LLP****APPLICATION FOR ANNUAL REGISTRATION AS A LICENSED OPERATOR****1ST JANUARY 2016 – 31ST DECEMBER 2016**

Please note that AGT requires the information and documents requested in this form in order to ensure that there is compliance with s.92 of the Gambling Act 2005, with Special Conditions E and with clause 4.4 of the Racecourse Licence Agreement in operation at most racecourses. AGT will hold all records in compliance with all provisions of the Data Protection Act 1998.

All questions must be answered. If a question is not relevant please state 'not applicable'. All answers must be typed or written clearly in ink. All signatures must be original.

Please note that this form is for use by partnerships or LLPs only. If licensee is a company, joint licence holders or a sole trader, please download the appropriate form from the AGT website or contact the AGT office.

1. Licensee's Partnership (or LLP) Trading Name (as shown on the front page of the Operating Licence)

Please indicate below the names of the partners or members of the LLP.

If any partners have joined the partnership (or as members of the LLP) since your last registration, please indicate this below.

If any partners (or members) have left the partnership (or the LLP) since your last registration, please indicate this below.

PLEASE PROVIDE A COPY OF THE PARTNERSHIP AGREEMENT OR LLP AGREEMENT.

Please note that AGT will not recognise the existence of a common law partnership unless:

- (i) the partnership is registered with the Gambling Commission;
- (ii) the partnership is in receipt of a general betting Operating Licence from the Gambling Commission; and
- (iii) the partnership is named as the Licensee on the Racecourse Licence Agreement issued by the relevant racecourse.

If you have not satisfied these obligations as a partnership/LLP but have done so in your own name, you should apply using the application form for sole traders which you can download from the AGT website or obtain by contacting the AGT office (and, for the avoidance of doubt, no interest of any other person in your business will be recognised).

2. Operating Licence No. (please attach copies of pages 1 and 2 and Schedules X and Y to this form.)**3. HMRC Betting Duty Reference No.** (if you do not have one and are unsure whether you need one, please consult the following web page): -
<https://www.gov.uk/guidance/general-betting-duty-pool-betting-duty-and-remote-gaming-duty>**4. Registered Address** (on page 1 of the operating licence)

Postcode: _____

5. Correspondence Address (if different to the above)

Postcode: _____

6. Contact Details

Telephone _____

Mobile _____

Fax _____

Email _____

Where possible, all written contact with you will be via email.

7. Principals/Employees and Fees

Please identify the main contact for this Operator with an asterix. An identification card is necessary for employees whose names are to appear on the betting ring lists. The annual authorisation fee of £120 including VAT includes the cost of **one** identification card. The fee for each additional card is £24 including VAT. **If you have not recently provided an up-to-date photograph of each principal/employee, please do so via smartphone/email to the AGT office or by attaching a passport-style image.**

Schedule X

Title _____ First Name _____ Surname _____

Title _____ First Name _____ Surname _____

Title _____ First Name _____ Surname _____

(please continue on a separate sheet if necessary)

Schedule Y

Title _____ First Name _____ Surname _____

Title _____ First Name _____ Surname _____

Title _____ First Name _____ Surname _____

Title _____ First Name _____ Surname _____

Title _____ First Name _____ Surname _____

(please continue on a separate sheet if necessary)

8. Written statement of terms or employment contract of employees

If you have not already done so previously, please provide a copy of the written statement of terms or employment contract for each person who may operate a pitch as the Licensee's employee. You may obscure any confidential terms such as salary if you wish.

9. Data Protection Act 1998

AGT may be required to pass your details to relevant statutory bodies to assist in the collection of levies, duties and taxes. AGT may be also required to pass your details to the racecourses/RCA.

AGT may be requested to pass on your telephone number/email address to other registered operators, e.g. to facilitate private sales or enable bona fide direct contact.

Note: AGT will not pass any personal details to unauthorised personnel or outside agencies.

10. HBLB Certificate of Discharge or Exemption

A copy of the Certificate of Discharge or Certificate of Exemption from the Levy Board for 2014/2015 (53rd Levy Scheme) for the principal Operating Licence holder must accompany this application. Please telephone our office if you need further information or guidance on this.

11. Public Liability Insurance

All licensed operators are required to carry public liability insurance to the value of at least £2 million prior to trading on-course. It is your responsibility to ensure that this insurance adequately covers you, your employees, Alternate Operators (if applicable) and any equipment you may use whilst conducting betting business on racecourses. If you are insured through a Bookmaker Association, please indicate this below: -

Name of Bookmaker Association _____

If you are **not** insured through a Bookmaker Association, a copy of your insurance certificate or other proof of insurance must accompany this application.

12. Betting Exchange Account(s)

If you use a betting exchange to lay bets while trading on-course, please indicate below.

Betfair

Betdaq

Other please state _____

13. Other Documents

By signing this form you undertake to provide:

- (i) on request, a copy of the most recent P60 (or its equivalent or evidence of the issuance of a P60) for each employee who operates a pitch as the Licensee's employee;
- (ii) on request, a copy of a recent payslip or invoice for any employee or contractor who has worked on-course;
- (iii) on request, a print-out of the day's trade from the relevant betting exchange account used at each pitch on each day on which the Licensee uses an employee or an Alternate Operator to operate the pitch(es);
- (iv) on request, a copy of the Licensee's ledger showing the profit or loss on each such day; and
- (v) in accordance with clause 2.12 of Special Conditions E, such further documents and information as AGT may request from time to time.

14. Declaration

I, being a partner in or a member of the Licensee or a duly authorised representative of the Licensee acting on its behalf, agree to inform AGT immediately if there is any change to these circumstances including any updates to my/our Operating Licence.

I understand that all telephone calls to AGT's offices may be recorded.

I am aware that by clause 4.4 of the Racecourse Licence Agreement in use at most racecourses the Licensee has agreed to trade from the betting position allocated to the Licensee and agreed not to 'assign, transfer, sublet, charge, or otherwise dispose or part with or share possession or occupation or authorise any other person (except its employees) to use the whole or any part of the Betting Position.'

I understand that this means that the Licensee may not rent, sublet or share any betting position to/with another bookmaker or allow anyone else to trade from it on their own account or any third party's account.

I undertake not to rent, sublet or share any betting position at any time and not otherwise to breach any term of clause 4.4 of any Racecourse Licence Agreement.

I understand that any Licensee who contravenes the terms of his, her or its Licence and/or is found to be involved in pitch renting may face any one or more of the following:

- (a) removal or suspension from the relevant racecourse;
- (b) forfeiture or suspension of the Racecourse Licence Agreement at the relevant racecourse; and
- (c) in conjunction with the relevant racecourse, AGT may rescind this registration which, in effect, removes the Licensee from all Badge Box lists.

I declare that the above information is true and complete and that, as a condition of application, I agree to be bound by the terms of the Special Conditions E and the Position Allocation Policy. I understand that I am signing this form on behalf of the Licensee and I agree that all persons representing the Licensee are similarly bound by the above terms and conditions.

Signed:

Date:

Name and Position:

PLEASE COMPLETE AND RETURN THIS FORM TO THE AGT OFFICE BY NO LATER THAN 18th DECEMBER 2015.

Checklist for attachments:

1. A copy of the first four pages of your most up to date Operating Licence (which includes Schedules X & Y), licences were re-issued on the 8th May 2015.
2. Fee of £120 inc. VAT for the annual registration (including one ID card) and £24 for each additional ID card needed. The initial registration fee for first-time applicants (i.e. new Licensees) is £180.
3. Proof of public liability insurance.
4. Copy of 53rd Levy Scheme Discharge or Exemption Certificate.
5. A copy of the partnership agreement or LLP agreement.
6. A written statement of terms or employment contract for each person who may operate a pitch as the Licensee's employee (i.e. Schedule Y), if this has not previously been provided.