



**NOTIFICATION OF 2 OR LESS GAMING MACHINES and
GAMING MACHINE PERMIT APPLICATION (I.E. FOR MORE THAN 2 MACHINES) FOR:
NEW/VARIATION/TRANSFER**

(for use by premises licenced for the supply of alcohol for consumption on the premises)
Please refer to guidance notes at the back of this form before completing

To:

Head of Environmental Services/Chief

Section A – What do you want to do?

1. Please indicate what you would like to do:

- a) **Notify** licensing authority that you intend to provide up to a maximum of 2 gaming machines (Category C and/or D)
[please complete section B]
- b) Apply for a **new** licensed premises gaming machine permit, or convert an expiring Section 34 permit under the Gaming Act 1968.
[please complete sections B, and C]
- c) Apply to **vary** an existing licensed premises gaming machine permit
[please complete sections B, and C]
- d) Apply to **transfer** an existing licensed premises gaming machine permit.
[please complete sections B, and D]

Section B – General Details

- 1. Name and address of premises.
.....
.....
.....Postcode
- 2. Premises Licence number
- 3. Name and address of premises licence holder under Licensing Act 2003
.....
.....
.....Postcode
- 4. Telephone number of premises licence holder
- 5. Email address (if applicable)

6. Name and address of agent (if applicable)

Postcode
7. Telephone number of agent
8. Email address (if applicable)

Section C – Application for Grant

[includes new, renewal and variation applications]

1. How many machines do you wish to provide?

Category C Current Required

Category D Current Required

2. If you are current holder of a Gaming Machine Permit/Section 34 Gaming Act 1968 permit (3+ machines), please provide your existing permit, or give the reason it cannot be provided.

Permit Enclosed

or

Reason:

Section D – Application for Transfer

[where a transfer has been requested for the Licensing Act 2003 premises licence]

1. Name and address of person requesting transfer.....

Postcode

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

Requested Granted

Date submitted

3. Please provide your existing permit, or give the reason it cannot be provided

Permit Enclosed

or

Reason:
.....
.....

I enclose the fee of £.....

[cheques should be made payable to the local authority issuing the licence]

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

I am aware 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.

Signed: **Date:**

Print Name:

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 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. 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 or company, 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 councilors.
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 effect date 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 £50.00. There are no annual fees payable for 2 machines or less.
7. 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. The 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.



Request for Acknowledgement of Receipt of my Notification of 2 or Less Gaming Machines.

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 and address of premises]

This acknowledgement will be returned to the premises address, unless an alternative address is given below.

Please return this acknowledgement to:
.....
.....
.....
.....

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|--|
| <p><u>For Official Use Only. (To be completed by the Licensing Authority)</u></p> <p>Date of receipt of notification of 2 or less gaming machines:</p> <p>Date of receipt of fee:</p> <p>Notification Number:</p> <p>Issuing Authority:</p> <p>Signature of Local Authority Representative:</p> <p>Capacity:</p> <p>Date of Signature:</p> |
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