

Guidance Notes and Application / Notification Form for a Gaming Machine Permit

This form is to be used for the notification of up to 2 gaming machines of categories C and / or D (See Guidance note 7) 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.

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.

Further Guidance notes can be found at the back of this form.

SECTION A – Tick the box for what you are applying for / notifying us of:	Tick	Go to:
a) Notifying the licensing authority that you intend to provide up to a maximum of 2 gaming machines	<input type="checkbox"/>	Sections D & 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 gaming machines)	<input type="checkbox"/>	Sections B,D & E
c) Apply for a new licensed premises gaming machine permit	<input type="checkbox"/>	Sections B,D & E
d) Apply to vary an existing licensed premises gaming machine permit	<input type="checkbox"/>	Sections B,D& E
e) Apply to transfer an existing licensed premises gaming machine permit	<input type="checkbox"/>	Sections C,D & E

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

1. How many gaming machines are you currently authorised to provide –or- for new or variation applications, how many gaming machines do you wish to provide?

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

2. If you are currently authorised to provide more than 2 machines, please attach your existing Section 34 Gaming Act 1968 permit with this application.

-or-

If you cannot provide it, please state the reasons why below:

.....
.....

Go to Section D

Section C – Application for permit transfer

Complete this section where a premises licence under the Licensing Act is being transferred and you wish to transfer your Gaming Machine permit.

1. Name of person requesting the transfer

.....

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

Requested

Granted

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

Existing permit provided (and attached with this application)

-or-

Reasons why existing permit cannot be provided

.....

Go to Section D

Section D – General Information

1. Name of Premises.....

2. Address of Premises.....

.....

3. Telephone number of Premises.....

4. Name of existing Premises Licence holder

.....

5. Address of Premises Licence holder (if different from 2 above)

.....

.....

6. Telephone number (daytime) of Premises Licence holder

.....

7. E-mail address of Premises Licence holder (where available)

.....

8. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant

.....

.....

.....

9. Licensing Act 2003 Premises Licence Number

.....

Go to Section E

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

Section E – Fee and Signature(s)

Refer to the fee schedule (below) for a list of fees.

I enclose the application fee £ _____
I enclose the first annual fee* £ _____
Total £ _____

*The first annual fee is payable within 30 days of the permit being granted. While not mandatory, for ease of administration you may choose to pay your application and first annual fee at the same time. If your application is rejected during the application period, your annual fee will be refunded.

Cheques should be made payable to Camden Council

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

Under Section 342, any person giving false or misleading information to the Commission or to a licensing authority, without a reasonable excuse, commits an offence. If convicted, the person may be imprisoned for up to 51 weeks in England and Wales, or 6 months in Scotland, and may also be fined an amount up to level 5 on the standard scale. If the Commission or a licensing authority have taken a decision on the basis of false information they may do whatever in their judgement is necessary to alter or remedy the effects of that decision.

Dated

Signed (by or on behalf of Licensing Act 2003 Premises Licence holder).....

Print Name.....

Fee Schedule		
	Application / Notification fee	Annual fee
Notification of 2 gaming machines or less	£ 50	N/A
Conversion of a section 34 permit for 2 or more gaming machines	£ 100	£ 50
New licensed premises gaming machine permit	£ 150	£ 50
Vary an existing licensed premises gaming machine permit	£ 100	N/A**
Transfer an existing licensed premises gaming machine permit	£ 25	N/A

** Annual fee still payable, but not as part of this application.

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 (please delete as appropriate)

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

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 the 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 that 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).
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 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. There are two types of gaming machine that 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 Camden's Licensing Team.
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.

NOTIFICATION OF 2 OR LESS GAMING MACHINES or
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**REQUEST FOR ACKNOWLEDGMENT 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 of premises*).

Insert address to which you wish this acknowledgement to be sent:

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

Official Use Only (to be completed by the local licensing authority)

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

Date of receipt of fee:

Signature:

Local licensing authority stamp: