



GAMBLING ACT 2005

Alcohol Licensed Premises Gaming Machine application

- **Notification of TWO or less Gaming Machines**
- **Application for Gaming Machine Permit (ie for greater than two machines) for NEW / VARIATION / TRANSFER**

For use by premises 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.

Applicants Name:

**Licensing Department
Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
Hants RG21 4AH**

**Tel: 01256 844844
Fax: 01256 845200
Email: licensing@basingstoke.gov.uk**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. 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: | |
| | | Please tick |
| a. | NOTIFY licensing authority that you intend to provide up to a maximum total of two gaming machines category C and / or D. (If you choose this option then please complete sections D and E) | |
| b. | Apply to CONVERT an existing Section 34 permit issued under the Gaming Act 1968, into a licensed premises gaming machine permit (ie for more than two gaming machines). (If you choose this option then please complete sections B, D and E) | N/A |
| c. | Apply for a NEW licensed premises gaming machine permit. (If you choose this option then please complete sections B, D and E) | |
| d. | Apply to VARY an existing licensed premises gaming machine permit. (If you choose this option then please complete Sections B, D and E) | |
| e. | Apply to TRANSFER an existing licensed premises gaming machine permit. (If you choose this option then please complete sections C, D and E) | |

SECTION B – APPLICATION FOR GRANT

(includes 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) | |
| | Category Machine | The number you are currently authorised to provide |
| | C | |
| | D | |
| | Total | |
| 3. | If you are currently authorised to provide more than two machines, please provide your existing Section 34 Gaming Act 1968 permit, or provide reasons stating why it cannot be provided. | |
| | | Please tick |
| 3a. | Existing permit provided (please keep a copy of your existing permit on the premise) | |
| Reason not provided: | | |

Mixed-use premises (eg bowling alley) are required to submit a plan showing the intended licensed area (where the machines are situated). A land registry plan would suffice.

SECTION C – APPLICATION FOR PERMIT TRANSFER?

(ie where a transfer has been requested for the Licensing Act 2003 premises licence)

| | | | |
|----------------------|--|--|-------------|
| | | | |
| | | | Please tick |
| | | | |
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| | | | |
| | | | |
| Reason not provided: | | | |

SECTION D – GENERAL INFORMATION

Premise details

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
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| | | | | | | | | | | | |

Existing premises licence holder details:

| | | | | | | | | | |
|-----------------------|----|-----|------|----|----------------|--|--|--|--|
| | Mr | Mrs | Miss | Ms | Other: | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 12. Telephone number: | | | | | Mobile number: | | | | |

13. Email address:

Contact details:

| | | | | | | | | | |
|---|----|-----------|------|----|----------------|--|--|--|--|
| 14. Contact name (where not previously given) and address for correspondence associated with this application | | | | | | | | | |
| Title: | Mr | Mrs | Miss | Ms | Other: | | | | |
| Forename(s): | | | | | | | | | |
| Surname: | | | | | | | | | |
| Address for correspondence associated with this application: | | | | | | | | | |
| | | Postcode: | | | | | | | |
| 15. Telephone number: | | | | | Mobile number: | | | | |
| 16. Email address: | | | | | | | | | |
| 17. Licensing Act 2003 Premises Licence reference (eg 05/01234/PREM_C): | | | | | | | | | |
| | | | | | | | | | |

SECTION E – FEE AND SIGNATURE(S)

- I enclose the fee of (Cheques made payable to BDBC)

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)

Please note: 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: | | | |
| Print Name: | | | |
| Capacity: | | Date: | |

| | | | | |
|--------------|---|---------|----------------|---------|
| Fees: | New Application | £150.00 | Variation | £100.00 |
| | Notification of 2 or less machines cat C or D | £50.00 | Change of name | £25.00 |
| | Transfer of permit | £25.00 | Conversion | £100.00 |

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Rev 01

Reviewed May 2012
Next Review May 2014

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|--|------------|--------|--|--|
| | Annual fee | £50.00 | | |
|--|------------|--------|--|--|

Notes for Guidance

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 one month after issue 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, as well as SI 2007 / 2158 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/UploadDocs/Contents/> 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 two machines or less, you will receive a registration document to confirm receipt of your notice.
11. Mixed-use premises (eg bowling alley) are required to submit a plan showing the intended licensed area (where the machines are situated). A land registry plan would suffice.

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HOW WE COLLECT AND USE INFORMATION

We will use the information given in this form and any supporting evidence you send us to process your licence/certificate application.

We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the Inland Revenue, as allowed by law. We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities, and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us.

Basingstoke and Deane Borough Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

You have a right of access to the information that this Council holds about you.

To request this please write to:

Information Management (Legislation and RIPA) Officer, Basingstoke and Deane
Borough Council
Civic Offices
London Road
Basingstoke
RG21 4AH