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SOUTH LAKELAND DISTRICT COUNCIL

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**Application for the Conversion or New Grant / Change of Name of an
UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT**

(for use by occupiers / proposed occupiers of premises intended to be used by the applicant as Unlicensed Family Entertainment Centres)

Please refer to guidance notes at the back of this form before completing

<p>SECTION A – What do you want to do?</p> <p>1. Please indicate what you would like to do:</p> <p>a) Apply to convert an existing Section 34 permit issued under the Gaming Act 1968, into an unlicensed family entertainment centre gaming machine permit <i>(if you choose this option then please complete sections B, D and E)</i></p> <p>b) Apply for a new unlicensed family entertainment centre gaming machine permit <i>(if you choose this option then please complete sections B, D and E)</i></p> <p>c) Request that the licensing authority changes the name on the permit due to the existing permit holder's change of name or wish to be known by another name <i>(if you choose this option then please complete sections C, D and E)</i></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>SECTION B – Application for grant (includes both new and conversion applications)</p> <p>2. Do you have an existing Section 34 permit issued under the Gaming Act 1968? If 'yes' the permit should be enclosed (keep a copy on the premises)</p> <p>Existing Section 34 permit enclosed</p> <p>3. Are you aware of any premises licence, issued under the Gambling Act 2005, which exists in relation to the premises to which this application relates? If 'yes' please provide details (e.g. premises licence reference number)</p> <p>.....</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p>SECTION C – Change of name</p> <p>4. What is the name of the permit holder on the existing permit?</p> <p>.....</p> <p>5. What is the reference (e.g. number) of the existing permit?</p> <p>.....</p> <p>6. What name change is requested by the permit holder?</p> <p>.....</p> <p>7. Why is this change of name being requested? <i>(see guidance note 8)</i></p> <p>.....</p> <p>.....</p> <p>.....</p>	

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SECTION D – General Information

8. Name of premises.....

9. Address of premises.....

.....Post Code

10. Telephone number of premises.....

11. Name of applicant
.....

12. Address of applicant
.....

.....Post Code

13. Telephone number (daytime) of applicant
.....

14. E-mail address of applicant
.....

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

SECTION E – Fee and Signature(s)

- I confirm that, to the best of my knowledge, the information contained in this application is true.
- I understand that it is an offence under Section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application.
- I confirm that *I / the applicant *occupy/occupies or propose(s) to occupy the premises to which this application refers.
- I confirm that there is no premises licence issued under the Gambling Act 2005 in respect of this premises.
- I confirm that *I am / the applicant is aware that the permit applied for authorises the provision of category D gaming machines only.
- I confirm that *I have / the applicant has a full understanding of the maximum stakes and prizes that are permissible under the authority of the permit applied for.
- I confirm that all staff employed on the premises have received /will receive training and have a full understanding of the maximum stakes and prize that are permissible under the authority of the permit applied for.
- I confirm that *I have / the applicant has no relevant convictions (as set out in Schedule 7 of the Act).
- I confirm that I *occupy / propose to occupy the premises to which this application relates.
- I confirm that *I am / the applicant is 18 years of age or older.
- I enclose a sum of £ (cheques should be made payable to South Lakeland District Council)

Signed
(by or on behalf of applicant / permit holder) (see note 9)

Print Name.....

Dated

(*Please delete as appropriate)

Tick each box to confirm

Official Use Only

Date of Receipt: Fee & Receipt No:

LalPac Ref:

Application accepted / returned (please delete as appropriate)

Officer

**Application for the Conversion or New Grant / Change of Name of an
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(For use by occupiers, proposed occupiers of premises intended to be used by the applicant as
unlicensed family entertainment centres)

Guidance notes:

1. This form is to be used for an application for a grant (or to request a change of name) of a unlicensed family entertainment centre gaming machine permit under the Gambling Act 2005 Section 247 and Schedule 10. This form can be used for both new applications and for applications to convert an existing Section 34 permit under the Gaming Act 1968 in accordance with the Gambling Act 2005 (Commencement No 6 and Transitional Provisions) Order 2006.
2. An unlicensed family entertainment centre is entitled to provide an unlimited number of category D gaming machines available for use on the premises. Category D gaming machines are as machines with a maximum stake of 10 pence and cash prize of £5 or a maximum stake of 30 pence and a maximum non-monetary prize worth no more than £8. Category C gaming machines CANNOT be made available for use and thus there will be no 'designated adult areas' required at the premises.
3. The permit's duration is 10 years. A renewal application must be made 2-6 months before the expiry date of the permit (Schedule 10 paragraph 18 Gambling Act 2005).
4. The fee for a new application for grant is £300. The fee for the conversion of an existing Section 34 Gaming Act 1968 permit is £100. The fee for a change of name is £25.
5. Applicants should be aware that this Licensing Authority has published a 'Statement of Principles' under Schedule 10 paragraph of the Gambling Act 2005. The Statement of Principles is available via this authority's website or via a request made to the contact details at the top of this form.
6. This licensing authority must notify the applicant of its grant / refusal of the application for a permit as soon as is reasonably practicable after that decision to grant / refuse has been made.
7. If an application has been made to convert an existing Section 34 Gaming Act 1968 permit before 31st July 2007, then the applicant can assume that, even where a decision has not been formally made by this licensing authority, his/her application is to be treated as granted from 1 September 2007. Following this, a permit must be provided by this authority as soon as reasonably practicable.
8. These permits cannot be transferred. Change of name is only permitted where the permit holder changes his / her name or wishes to be known by another name (Schedule 10 paragraph 11(2)).
9. Where an application is received from an agent, evidence is required of the agent's capacity to act as the agent (e.g. letter from the prospective permit holder).
10. In considering the grant of an unlicensed FEC permit, the licensing authority must be satisfied that they can protect children and vulnerable persons from being harmed or exploited. As a consequence the following additional documents must accompany the application:
 - a) Applications must be accompanied by a plan (scale 1:100 unless otherwise agreed with the Licensing Authority) of the area covered by the permit showing:
 - i) the extent of the boundary or perimeter of the premises or part of the premises
 - ii) the location of any external or internal walls
 - iii) the position of each point of entry to and exit from the premises
 - iv) the location of gaming machines
 - v) the type and location of any other machines, for example skills with prizes machines or amusement only machines to be provided.
 - b) The individual responsible for the day to day running of the premises, must submit an enhanced Criminal Records Bureau (CRB) Disclosure with the application and every three years thereafter. Disclosure forms may be obtained from and submitted through the Authority.

Details of how to obtain a standard disclosure are available at www.mygov.scot/about-disclosure-scotland/.

- c) A statement explaining the safeguards and procedures the operator has in place:
 - i) to ensure the safety and protection of children admitted to the premises. For example, because the premises can be freely accessed by unaccompanied children, evidence of a policy that ensures all persons employed in the centre have been subject to an Enhanced Criminal Record Bureau Disclosure, or in the absence of such checks a policy that ensures that unaccompanied children will not be admitted.
 - ii) to discourage or exclude children during school times.
 - iii) to discourage or exclude vulnerable persons.
 - iv) to ensure that all persons engaged in the operation of the premises are / will be suitably trained.