

## APPLICATION FORM FOR CLUB GAMING PERMITS AND CLUB MACHINE PERMITS

### PLEASE READ THE FOLLOWING INFORMATION FIRST

For use by Applicants – Members' Clubs and Commercial Clubs

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question). You may wish to keep a copy of the completed form for your record.

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

### Section A – Type of application

Please indicate the type of application: (please tick one box)

Application for a club gaming permit

Application for a club machine permit

Application to renew a club gaming permit

Application to renew a club machine permit

### Section B – Details of the applicant

**Name of applicant** (this should be the licence/certificate holder if a licence is held under the Licensing Act 2003)

**Address of premises on which the applicant operates and the gaming will take place**

**Telephone number of premises**

**E-mail address** (optional)

### Section C – Fast-track procedure

Please indicate if this application is made under the fast-track procedure    Yes     No

To apply under the fast track procedure, the applicant must be the holder of a club premises certificate under the Licensing Act 2003

**If you are applying under the fast track procedure please complete the declaration below**

I hereby certify that the applicant for a permit is the holder of the club premises certificate under the Licensing Act 2003

**Print Full Name:**

**Signature:**

**Capacity:**

Relevant documentation must be provided (see section G)

**Section D – Information about the applicant (members club or commercial club)**

Is the applicant established with the purpose of functioning only for a limited period of time?

Does the applicant have at least 25 individual members?

Is the applicant established and conducted for the benefit of its members?

Is the applicant established or conducted as a commercial enterprise

Describe the purpose(s) for which the applicant is wholly or mainly established and conducted:

If the applicant is established or conducted wholly or mainly for the purpose of the provision of facilities for gaming, please specify the kinds of gaming:

**Section E – Information about the person completing this application form on behalf of applicant**

Name

Capacity

Address

Telephone number

E-mail address (optional)

**Section 4 – Declarations**

The fee for a new/renewal application for grant is £200

The fee for a new/renewal application for grant is £100 when the premises holds a Club Premises Certificate under the Licensing Act 2003.

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)

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 the Act information, which is false or misleading.

Signature:

Print Name:

Date:

(dd/mm/yyyy)

Capacity:

I/We (print full name and capacity)

sign on behalf of and have authority to bind the premises licence-holder

## Guidance notes

1. This form is to be used for an application for a grant of a club gaming permit or club machine permit under the Gambling Act 2005. **This form can be used for both new applications and for applications to renewal existing licenses.**
2. A members club may apply for a club gaming permit or a club machine permit. A commercial club may apply for a club machine permit.
3. A premises holding a club gaming permit or club machine permit is entitled to provide a maximum of 3 Category B3A, B4 C or D machines
4. Unless this application is made under the fast-track procedure the applicant must send a copy of this application and any accompanying documents to the Gambling Commission and the Metropolitan Police within seven days beginning on the date this application is made

### Contact Details

#### Metropolitan Police:

#### Gambling Commission

Victoria Square House

Victoria Square

Birmingham B2 4BP

Tel: 0121 230 6666

Email: [info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk)

#### 5. Fees

- The **fee** for a **new/renewal** application for grant is **£200**.
- The **fee** for a **new/renewal** application for grant is **£100** when the premises holds a Club Premises Certificate under the Licensing Act 2003.

Note: Please be advised that, whilst you hold a club gaming permit or club machine permit, you are required to pay an annual fee of **£50**. The first annual fee becomes due within 30 days, and payable each year on the anniversary of this date.

6. 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 provided at the bottom of this form.
7. This licensing authority must notify the applicant of its grant / refusal of the application for a permit as soon as is reasonably practicable after the decision to grant / refuse has been made
8. Premises which provide gaming machines for use on the premises must comply with any relevant Code of Practice issued by the Gambling Commission under S.24 of the Gambling Act 2005. Further information is available via the Gambling Commission's website, [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

## London Borough of Sutton applicants:

The completed application should be sent to:-

**London Borough of Sutton, Licensing Team, 24 Denmark Road, Carshalton, SM5 2JG.**

Alternatively you can send a scanned PDF copy of your application to [licensing@sutton.gov.uk](mailto:licensing@sutton.gov.uk)

The following **Payment Options** are available:

 **Online:** Debit and Credit Card payments can be made using our online payment facility at [https://www.sutton.gov.uk/info/200466/pay\\_for\\_it](https://www.sutton.gov.uk/info/200466/pay_for_it)

 **Telephone:** Debit and Credit Card payments can be made by telephoning our contact centre on 020 8770 5000, selecting options 5 then 2

 **Post:** Cheques or postal orders should be made payable to 'Sutton Council'

Please note any statutory consultation periods will not commence until payment has been made and we have received your application form. It is your responsibility to contact us if you experience a problem in paying for your application.

## Royal Borough of Kingston upon Thames applicants:

The completed application should be sent to:-

**Royal Borough of Kingston upon Thames, Licensing Team, Guildhall 2, High Street, Kingston, KT1 1EU.**

Alternatively you can send a scanned PDF copy of your application to [licensing@kingston.gov.uk](mailto:licensing@kingston.gov.uk)

The following **Payment Options** are available:

 **Post:** Cheques or postal orders should be made payable to 'Kingston Council'

 **Telephone:** Debit and Credit Card payments can be made by ringing (020) 8547 5080

If you wish to pay in this way, give clear telephone contact details on the top of the application form or in a covering letter. We will then contact you once we have received your form. Please note any statutory consultation periods will not commence until payment has been made. It is your responsibility to contact us if you have not been requested to make the payment after submitting an application in this way.