



Official use only:	Date received
Payment received	Case Ref:

## APPLICATION FOR A LICENSED PREMISES GAMING MACHINE PERMIT (for use by premises licensed for the supply of alcohol) UNDER THE GAMBLING ACT 2005

### PLEASE READ THE FOLLOWING INFORMATION FIRST

This form may be used by the holder of a Premises Licence issued under the Licensing Act 2003, which permits the supply of alcohol for consumption on the premises, to apply for authorisation to make a number of gaming machines (of category C or D) available for use within the licensed premises.

If it is only intended to operate 1 or 2 gaming machines within the licensed premises, the licence holder may instead give notification of intent to use an automatic entitlement.

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

#### Section 1 – Premises Details

Trading name of premises

Address of premises

Telephone number of premises

E-mail address (optional)

Licensing Act 2003 Premises Licence Number

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#### Section 2 – Premises Licence Holder's details (see guidance note 4)

Name of licence holder

Address of licence holder

Telephone number of licence holder

E-mail address (optional)

If this application is made on behalf of the licence-holder (e.g. solicitor or agent)

Name of solicitor/agent

Address of solicitor/agent

Telephone number

E-mail address (optional)

### Section 3 – Details of application

This application is for: (please tick one box to indicate the type of application)

The grant of a new Licensed Premises Gaming Machine Permit

The transfer of an existing Licensed Premises Gaming Machine Permit  (please complete 3A)

The variation of an existing Licensed Premises Gaming Machine Permit  (please complete 3B)

#### For new or variation applications

How many gaming machines do you intend to make available for use? (see guidance note 5 & 8)

Category C machines	Category D machines	Total number of machines
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#### Section 3A – for completion only in the case of a Transfer application (see guidance note 6)

Name of previous permit-holder

I confirm that an application has been made to transfer the Premises Licence issued under the Licensing Act 2003

#### Section 3B – for completion only in the case of a Variation application

How many gaming machines does your current Licensed Premises Gaming Machine Permit authorise you to make available?

Category C machines	Category D machines	Total number of machines
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Please enclose your existing permit with your application, or alternatively provide a statement explaining why you are not able to do so.

### Section 4 – Declarations

£150.00 as payment of the prescribed fee for an application for the grant of a permit

£100.00 as payment of the prescribed fee for an application for the variation of a permit

£25.00 as payment of the prescribed fee for an application for the transfer of a permit

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:
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Date:	(dd/mm/yyyy)
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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 to apply for a Licensed Premises Gaming Machine Permit under the Gambling Act 2005, to authorise the provision of 3 or more machines within the specified premises. If 2 or less machines are to be provided, the Premises Licence Holder may instead wish to notify the licensing authority of their intent to use the automatic entitlement under section 282 of the Act.
2. The premises must:
  - a. Be licensed under the Licensing Act 2003 to sell alcohol for consumption on the premises,
  - b. Not be subject to any licence requirements that alcohol is to be served only with food, and
  - c. Have a bar for serving alcohol to customers on the premises.
3. The gaming machines must be located on these licensed premises.
4. The 'Premises Licence Holder' is the person(s) or organisation that holds the Premises Licence, authorising the supply of alcohol at the premises concerned under the Licensing Act 2003. In the case of an application to transfer an existing Licensed Premises Gaming Machine Permit, the new licence-holders details should be entered in this section.
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.
6. When making an application for the transfer of a Licensed Premises Gaming Machine Permit, the applicant must also have applied to the licensing authority for the transfer of the Premises Licence (issued under Licensing Act 2003) in accordance with section 42 or 50 of that Act, or be making such application at the same time.
7. The permit's duration is indefinite as it is linked to the Licensing Act 2003 Premises Licence. However, should the Premises Licence cease to have effect, the permit will also cease to have effect. Should the Premises Licence be transferred to a new holder, the permit will cease to have effect until such time as the new holder has successfully applied to have the permit transferred into his name.
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 S.24 of the Gambling Act 2005. The Gaming Machine Code of Practice for alcohol-licensed premises is available via the Gambling Commission's website, [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)
9. A first annual fee is payable within 30 days of a new permit taking effect (where the permit commences immediately upon issue), and further annual fees are then payable before each anniversary of the date of issue of the permit. The amount of each annual fee is £50.00. Failure to pay annual fees may result in the cancellation of the permit.
10. 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.

**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 telephoning our contact centre on 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. 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.

**London Borough of Sutton applicants**

The completed application should be sent to:- **London Borough of Sutton, Licensing Team, Civic Offices, St Nicholas Way, Sutton SM1 1EA.**

**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.