



Official use only:

Date received

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Case Ref:

APPLICATION FOR A NEW GRANT / CHANGE OF NAME OF AN UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT UNDER THE GAMBLING ACT 2005

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

For use by occupiers / proposed occupiers of premises intended to be used by the applicant as unlicensed family entertainment centres

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 guidance notes at the back of this form before completing

Section A – What do you want to do?

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

The grant of a new unlicensed family entertainment centre gaming machine permit (please complete sections B, D & E)

The change in name on the permit due to the existing permit holder's change of name or wish to be known by another name (please complete sections C, D and E)

Section B – Applications for grant

2. 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)

Section C – Change of name

3. What is the name of the permit holder on the existing permit?

4. What is the reference number on the existing permit?

5. What name change is requested by the permit holder?

6. Why is this change in name being requested? (see guidance note 7)

Section D – General Information**Name of premises****Address of premises****Telephone number of premises****E-mail address (optional)****Applicant Details****Name of applicant****Address of applicant****Telephone number of applicant****E-mail address (optional)****If this application is made on behalf of the applicant (e.g. solicitor or agent)****Name of solicitor/agent****Address of solicitor/agent****Telephone number****E-mail address (optional)****Section E – Fee and Signature(s)****I enclose a plan of the premises (see guidance note 8)****£300.00 as payment of the prescribed fee for an application for the grant of a permit****£25.00 as payment of the prescribed fee for a change of name on a permit****I confirm that I occupy / propose to occupy the premises to which this application relate****I confirm that I am 18 years of age or older****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)****I/We (print full name and capacity)****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 (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.
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 C (adult) 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 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 provided at the bottom 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. 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)).
8. An application for a permit must be accompanied by a scale plan of the premises to which the application relates. The plan must show the information shown in the table below.

Extent of the boundary or perimeter of the premises
Where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building
Where the premises form part of a building, the location of any external or internal wall of the building which are include in the premises
The location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which the exit leads
The location and extent of any part of the premises in which gaming machines will be made available for use in reliance on the licence

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

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

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
- 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.