**NOTIFICATION OF 2 OR LESS GAMING MACHINES or**

**GAMING MACHINE PERMIT APPLICATION (i.e. for greater than 2 machines) for:**

**CONVERSION / NEW / VARIATION / TRANSFER**

**(FOR USE BY PREMISES LICENSED TO SUPPLY OF ALCOHOL FOR CONSUMPTION ON THE PREMISES)**

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

To: South Norfolk Council, South Norfolk House, Cygnet Court Long Stratton, Norwich, NR15 2XE

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| **SECTION A: Type of application.**  Please indicate which of these are applicable:   1. **Notify** licensing authority that you intend to provide up to a maximum total of 2 gaming machines category C and / or D   *(****if you choose this option then please complete sections D and E****)*   1. Apply to **convert** an existing Section 34 issued under the Gaming Act 1968 into a licensed premises gaming machine permit (i.e. for more than 2 gaming machines)   *(****if you choose this option then please complete sections B, D and E****)*   1. Apply for a **new** licensed premises gaming machine permit   ***(if you choose this option then please complete sections B, D and E****)*   1. Apply to **vary** an existing licensed premises gaming machine permit   ***(if you choose this option then please complete sections B, D and E)***   1. 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)**  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 | Number currently  authorised to provide | Number you wish to provide  (new or variation) | | C |  |  | | D |  |  | | Total |  |  |   If you are currently authorised to provide more than 2 machines, please provide your existing Section 34 Gaming Act 1968 permit or provide reasons stating why it cannot be provided.   |  |  | | --- | --- | | Existing permit provided\* |  | | Reasons why existing permit cannot be provided: |  |   \*You need to keep a copy of your existing permit on the premises to which it relates. |  |

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| **SECTION C – Application for permit transfer** (i.e. where a transfer has been requested for the Licensing Act 2003 premises licence) | |
| Name of person requesting the transfer: |  |
| Confirmation that an application to transfer the relevant Licensing Act 2003 premises licence has been:  a) requested |  |
| b) granted |  |
| Please provide your existing permit, or provide reasons stating why it cannot be provided: | |
| I have provided my existing permit provided\* |  |
| Reasons why existing permit cannot be provided: |  |

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| **SECTION D – General Information** | |
| Name of premises: |  |
| Address of premises: |  |
| Telephone number of premises: |  |
| Name of existing premises licence holder*:* |  |
| Address of premises licence holder (if different from above): |  |
| Telephone number of premises licence holder: |  |
| Email address of premises licence holder: |  |
| Name, address, telephone and email of agent (e.g. solicitor) if submitted on behalf of the applicant: |  |

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| **SECTION E – Signature(s)**  **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**  **(by or on behalf of Licensing Act 2003 Premises Licence Holder)**  **Dated**  **Print Name** |

Broadland District Council and South Norfolk Council takes your privacy seriously and will only use your personal data to process applications, process payments for applications, issue licences, generate annual fees, investigate complaints, undertake enforcement action, offer advice, and provide information and updates to legislation and guidance.

Each Council is what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The Council where the premises are located is the ‘Data Controller’ for your personal data for the duration of your licence.

We may check the information collected on this form, which may involve sharing your data with other agencies or individuals such as other officers within the Council, Legal Providers, Councillors who sit on the Licensing Committee, additional Local Authorities, and additional Constabularies. We may also use or pass information to certain third parties to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

Who we may and will share your personal data with will be contained within the privacy notice.

By signing this declaration you authorise us to collect, process and retain your personal data as described in the [**privacy notice**](https://www.southnorfolkandbroadland.gov.uk/data-protection).

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**Guidance notes:**

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 an 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 of 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 permits duration is indefinite as it is linked to the Licensing Act 2003 premises licence. There is a first annual fee payable by
7. Where a permit comes into effect on the issue date, the first annual fee for the permit shall be paid within 30 days after that date.
8. Where a permit specifies that it is to come into effect on a date after the issue date, the first annual fee for the permit shall be paid within –
9. the relevant period, or
10. 12 months,

after the issue date, whichever is sooner.

the relevant period in relation to a permit means the period which is equal to the sum of-

1. The period between the issue date and the effective date, and
2. 30 days
3. 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.
4. 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 = £1 / Maximum prize = £100
* Category D: Maximum stake = 10p or 30p non-monetary / Maximum prize £5 cash or £8 non-monetary

1. **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 are available via the Gambling Commission’s website at: <http://www.gamblingcommission.gov.uk/> Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or your local council licensing service.
2. The 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.