

Licensing Office
 Governance & Licensing
 East Devon District Council
 Blackdown House
 Border Road
 Heathpark Industrial Estate
 Honiton EX14 1EJ



Ref: EDGA013

East Devon District Council

NOTIFICATION OF 2 OR LESS GAMING MACHINES or GAMING MACHINE PERMIT APPLICATIONS

(i.e. for greater than 2 machines) for:
CONVERSION / NEW / VARIATION / TRANSFER
 (FOR USE BY PREMISES LICENSED TO SUPPLY ALCOHOL
 FOR CONSUMPTION ON THE PREMISES)

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

SECTION A – What do you want to do?	
1. Please indicate what you would like to do:	
(a) Notify licensing authority that you intend to provide up to a maximum of 2 gaming machines category C and/or D. (If you choose this option then please complete sections D and E)	<input type="checkbox"/>
(b) Apply to convert an existing Section 34 permit 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)	<input type="checkbox"/>
(c) Apply for a new licensed premises gaming machine permit. (If you choose this option then please complete sections B, D and E)	<input type="checkbox"/>
(d) Apply to vary an existing licensed premises gaming machine permit. (If you choose this option then please complete sections B, D and E)	<input type="checkbox"/>
(e) Apply to transfer an existing licensed premises gaming machine permit. (If you choose this option then please complete sections C, D and E)	<input type="checkbox"/>

SECTION B – Application for grant (includes both conversion, new and variation applications)	
2. 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
C	Number wish to provide (new or variation)
D	
Total	

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SECTION B – Continued	
<p>3. 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.</p> <p align="right">Existing permit provided *</p> <p>(Reasons why existing permit cannot be provided)</p>	<p>YES/ NO</p>

* Please keep a copy of your existing permit on the premises to which it relates.

SECTION C – Application for Permit Transfer (i.e. Where a transfer has been requested for the Licensing Act 2003 premises licence.)	
4. Name of persons requesting the transfer	
<p>5. Confirmation that an application to transfer the relevant Licensing Act 2003 Premises Licence has been:</p> <p align="right">Requested <input type="checkbox"/></p> <p align="right">Granted <input type="checkbox"/></p>	
<p>6. Please provide your existing permit, or provide reasons stating why it cannot be provided.</p> <p align="right">Existing permit provided*</p> <p>(Reasons why existing permit cannot be provided)</p>	<p>YES/ NO</p>

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SECTION D – General Information	
7.	Name of Premises
8.	Address of Premises
9.	Telephone number of premises
10.	Name of existing Premises Licence Holder
11.	Address of existing Premises Licence Holder (if different from 8 above)
12.	Telephone number (daytime) of Premises Licence Holder
13.	E-mail address of Premises Licence Holder (where available)
14.	Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant
15.	Licensing Act 2003 Premises Licence Reference (i.e. number)

SECTION E – Fee and Signature(s)			
I enclose a sum of £ ** (cheques should be made payable to East Devon District Council)	<input type="checkbox"/>		
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 that Act information which is false or misleading.			
Signature (by or on behalf of Licensing Act 2003 Premises Licence holder)		DATE	
Print Name:			

** If you wish to have a maximum of 2 gaming machines then the fee payable is £50.00. If you wish to have more than 2 gaming machines then the fee is £150.00.

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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 on 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. The first annual fee must be paid within 30 days of the date that this permit takes effect 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 £50.00. There are no annual fees payable for 2 machines or less.
7. Sections 282 and 283, as well as SI 2007 2158 of the Gambling Act 2005 provide for two types of gaming machines which can be located in alcohol licensed premises.
These are:

	Maximum stake	Maximum prize
Category C	£1	£100
Category D non-money prize	30p	£8
Category D non-money prize (crane grab machines only)	£1	£50
Category D money prize	10p	£5
Category D combined money and non-money prize	10p	£8 (of which no more than £5 may be a money prize)
Category D combined money and non-money prize (coin pusher or penny falls machines only)	20p	£20 (of which no more than £10 may be a money prize)

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Guidance Notes - Continued

- 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 Section 24 of the Gambling Act 2005. The Gaming Machine Code of Practice for Alcohol Licensed Premises Permits and Permissions is 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.
- 9.** 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.
- 10.** Where you are notifying the local licensing authority of 2 machines or less, you may wish to request an acknowledgement of receipt of the notification. The form attached to this application can be utilised for this purpose.

Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of the Licensing Service to process your notification for two or less gaming machines/application for an alcohol licensed premises gaming machine permit and administer any notification or permit which is accepted/granted. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be accessed online at <http://eastdevon.gov.uk/privacy>

Official Use Only			
Date of Receipt		Date of Receipt of Fee	
Name of member of staff who received application		Signature of staff who received application	
Application accepted		Application Returned	
Date of premises licence transfer (Licensing Act 2003): (if applicable)			

**REQUEST FOR ACKNOWLEDGEMENT OF RECEIPT OF MY
NOTIFICATION OF 2 OR LESS GAMING MACHINES**

<p>I,</p> <p>(insert name of the Licensing Act 2003 licence holder)</p>
<p>request that this paper is returned to me at the following address and with the details below provided by the local licensing authority, so as to acknowledge my notification of 2 or less gaming machines at</p>
<p>(insert name of premises)</p>

<p>insert address to which you wish this acknowledgement to be sent:</p>

For Official Use Only (to be completed by the local licensing authority)	
Date of Receipt of notification of 2 or less gaming machines:	
Date of Receipt of fee:	
Signature:	
Local Licensing Authority Stamp:	