

**Notification of 2 or less Gaming Machines or Gaming Machine Permit (more 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 before completing

**Section 1 – What do you want to do?**

Please indicate what you would like to do: **fee**

<p><b>Notify</b> licensing authority that you intend to provide up to a Maximum total of 2 gaming machines category C and/or D (please complete sections 4 and 5)</p>	<input type="checkbox"/>	£50
<p>Apply to <b>convert</b> an existing section 34 permit issued under Gaming Act 1968 into a licensed premises gaming permit (ie, for more than 2 machines) (please complete sections 2, 4 and 5)</p>	<input type="checkbox"/>	£100
<p>Apply for a <b>new</b> licensed premises gaming permit (please complete sections 2, 4 and 5)</p>	<input type="checkbox"/>	£150
<p>Apply to <b>vary</b> an existing licensed premises gaming permit (please complete sections 2, 4 and 5)</p>	<input type="checkbox"/>	£100
<p>Apply to <b>transfer</b> an existing licensed premises gaming permit (please complete sections 3, 4 and 5)</p>	<input type="checkbox"/>	£25

**Section 2 – 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?

Category Machine	Number currently Authorised to provide	Number 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 (keep a copy on the premises)

Reasons why existing permit cannot be provided .....

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**Section 3 – Application for a permit transfer** (ie, where a transfer has been requested for the Licensing Act 2003 premises licence)

Name of person requesting the transfer .....

An application to transfer the relevant Licensing Act 2003 Premises Licence has been requested/granted (delete as appropriate)

Please provide your existing permit or provide reasons stating why it cannot be provided

Existing permit provided (keep copy on the premises)

Reasons why existing permit cannot be provided .....

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**Section 4 – General Information**

Name and Address of Premises .....

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Telephone number of Premises .....

Name and address of existing Premises Licence Holder .....

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Telephone number (daytime) of Premises Licence Holder .....

Email address of Premises Licence Holder .....

Name, address, telephone number and email of agent if submitted on behalf of applicant

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**Licensing Act 2003 Premises Licence Number** .....

**Section 5 – Fee and Signature(s)**

I enclose sum of £ (cheques made payable to Hastings Borough Council)

Application to be sent to:

**Hastings Borough Council, Muriel Matters House, Breeds Place, Hastings. TN34 3UY**

*I understand that I must comply with the Gaming Machine Code of Practice for Alcohol Licensed Premise Permits and Permission 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*

Dated ..... Signed .....

(by or on behalf of Licensing Act 2003 Premises Licence Holder)

## 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 permit's duration is indefinite as it is linked to the Licensing Act 2003 Premises Licence. There is a first annual fee payable within 30 days of the effective date of the permit 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.
7. Sections 282 and 283, as well as SI 2007/1833 of the Gambling act 2005, provide for two types of gaming machines which can be located in alcohol licensed premises. These are:
  - a) Category C: Maximum stake = £1 cash/Maximum prize = £100 cash
  - b) Category D: Maximum stake = 10p cash or 30p token/Maximum prize = £5 cash or £8 token
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. As soon as is reasonably practicable after a decision to grant/refuse has been made the licensing authority must notify the applicant of that decision.
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.



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

I, ..... (*insert name of the Licensing Act 2003 premises licence holder*) 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 the following premises: (*insert name of premises*)

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Address to which you wish this acknowledgement to be sent:

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.....  
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<p><b>OFFICE USE ONLY</b> (to be completed by the licensing authority)</p> <p>Date of receipt of notification of 2 or less gaming machines .....</p> <p>Date of receipt of fee .....</p> <p>Signature .....</p>
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