Fact Sheet

Club Machine Permit Application Forms

- No more than 3 gaming machines
- Can only have categories B3A, B4, C or D

For more information contact:
Write to  Doncaster Council
          Licensing Section
          Civic Office
          Waterdale
          Doncaster
          DN1 3BU
Telephone: 01302 737590
Email: licensing@doncaster.gov.uk
Website: www.doncaster.gov.uk/licensing
Club Machine Permit

What is a Club Machine Permit?
If a club does not wish to have the full range of facilities permitted by a Club Gaming Permit, or if they are a commercial club not permitted to provide non-machine gaming (other than exempt gaming under section 269 of the Act), then they may apply to us for a Club Machine Permit. This authorises the holder to have up to three gaming machines of categories B3A (except that category B3A machines may not be made available for use in commercial clubs), B4, C and D (see categories below). A Club Machine Permit has certain conditions, including that in respect of the gaming machines no child or young person uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

There are a number of premises that are not licensed to sell alcohol but that have been entitled under section 31 of the Gaming Act 1968 to site gaming machines, by virtue of being registered under Part II or Part III of that Act. These include works premises which operate membership-based social clubs. The Gambling Act ("the Act") allows these premises to apply for a Club Machine Permit.

Who can apply for a Club Machine Permit?
A members’ club, miners’ welfare institute or a commercial club may apply to us for a Club Machine Permit. Members’ clubs must have at least 25 members and be established and conducted “wholly or mainly” for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members’ club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men’s clubs, branches of the Royal British Legion and clubs with political affiliations.

With regard to miners’ welfare institutes, the definition of this class of club has changed to reflect social and economic changes since their establishment. These are associations established for recreational or social purposes. They are managed by representatives of miners or uses premises regulated by a charitable trust which has received funds from one of a number of mining organisations.

Commercial clubs have the same characteristics as members’ clubs, except that the key difference is that they are established with a view to making a profit (an example of a commercial club is a snooker club).

Applicants are not required to have an Operating Licence issued by the Gambling Commission.

We have members who are under 18, can we still apply?
Yes, as long as the majority of your members are over 18. However, if under 18s use the club, for example if they are apprentices, then they may only play the category D machines, they are not permitted to play the B3A, B4 or C machines.
**What are the categories of machines available?**

<table>
<thead>
<tr>
<th>Category of machine</th>
<th>Maximum “Stake”</th>
<th>Maximum Prize</th>
</tr>
</thead>
<tbody>
<tr>
<td>B3A</td>
<td>£1</td>
<td>£500</td>
</tr>
<tr>
<td>B4</td>
<td>£1</td>
<td>£250</td>
</tr>
<tr>
<td>C</td>
<td>50p</td>
<td>£7</td>
</tr>
<tr>
<td>D</td>
<td>10p money prize</td>
<td>£5 money prize</td>
</tr>
<tr>
<td></td>
<td>30p non-money prize</td>
<td>£8 non-money prize</td>
</tr>
</tbody>
</table>

*N B. - *B3A machines may not be made available for use in commercial clubs

**How many machines of this type can I have?**

As stated above, no more than three gaming machines.

**What do I have to produce in making an application?**

Documents to produce:

i) The appropriate application form;

ii) The appropriate fee for the application being made;

iii) In the case of conversions / renewals / variations — your existing permission

**Who do I send my application to?**

The Licensing Authority  
Doncaster Metropolitan Borough Council  
Email: licensing@doncaster.gov.uk  
Tel: 01302 736671

Within a period of 7 days (beginning on the date on which the application is made) you must also copy your application (and any accompanying documents) to the following:

Gambling Commission  
Fax: 0121 230 6720  
Email: info@gamblingcommission.gov.uk  
Telephone: 0121 230 6666

South Yorkshire Police  
Sheffield Licensing Team  
Tel: 0114 252 3948 / 0114 252 3617  
Fax: 0114 252 3688  
Email: don_licensing@southyorks.pnn.police.uk

**Postal application: Please contact each authority to confirm the postal address, or visit** [www.doncaster.gov.uk/licensing](http://www.doncaster.gov.uk/licensing)

Please note - These bodies have 28 days to make any objections that they may have to the application

**What can you do with my application?**

We can either grant or refuse it, however we cannot add conditions.

We may only refuse an application for a permit on one or more of the following grounds:

a) that the applicant is not a members’ club or a miners’ welfare institute
b) that the premises on which the applicant conducts its activities are used wholly or mainly by children, by young persons or by both,
c) that an offence, or a breach of a condition of a permit, has been committed in the course of gaming activities carried on by the applicant,
d) that a permit held by the applicant has been cancelled during the period of ten years ending with the date of the application, or
e) that an objection to the application has been received from either the police or the Gambling Commission.

Before refusing an application we must hold a hearing to consider the application and any objection received per e) above.

**I hold a Club Premises Certificate issued under the Licensing Act 2003, is there a “fast track” procedure for me?**

Yes. In this instance you are not required to send copies of your application to the Police or the Gambling Commission.

We must grant an application made to us in these circumstances unless we think:
(a) that the applicant is established or conducted wholly or mainly for the purposes of the provision of facilities for gaming, other than gaming of a prescribed kind,
(b) that the applicant is established or conducted wholly or mainly for the purposes of the provision of facilities for gaming of a prescribed kind and also provides facilities for gaming of another kind, or
(c) that a Club Machine Permit issued to the applicant has been cancelled during the period of ten years ending with the date of the application.

If such circumstances we must hold a hearing to consider the application in light of the above.

**How long does a Club Machine Permit last?**

A permit lasts for 10 years. There is an annual fee for this type of permit, the first of which must be paid within 30 days of the permit becoming effective. A permit can be cancelled if the holder fails to pay the annual fee (unless the failure is as the result of an administrative error).

**Can my permit lapse before it expires?**

A permit will lapse if the holder of the permit stops being a club or miners’ welfare institute, or if it no longer qualifies under the fast-track system for a permit. In addition, a permit will cease to have effect upon being surrendered to us. A notice to surrender must be accompanied by the permit or a statement explaining why it cannot be produced. We must inform South Yorkshire Police and the Gambling Commission when a permit has been surrendered or lapsed.

In addition we may cancel the permit if:
- premises are used wholly by children and/or young persons; or
- an offence or breach of a permit condition has been committed in the course of gaming activities by the permit holder, Reference here to “a condition” means a condition in the Act or in regulations that the permit is operating under.

However, before cancelling a permit we must give the permit holder at least 21 days’ notice of the intention to cancel and consider any representations that they may make.
We must hold a hearing if the permit holder so requests and must comply with any other procedural requirements set out in regulations. If there is no appeal, the cancellation will take effect 21 days after notice of the intention to cancel was given. We must notify the permit holder, the Gambling Commission and South Yorkshire Police that the permit has been cancelled and the reasons for the cancellation.

**Do I need to keep a copy of my permit on the premises?**
Yes. It must be kept on the premises and available for inspection at all times. It is an offence not to produce it when requested to do so by a constable or an enforcement officer. If a permit is lost, stolen or damaged, you may apply for a replacement (such replacement being subject to a fee).

**What if I have a change in circumstances?**
If information contained in your permit ceases to be accurate you will need to, as soon as is reasonably practicable, apply to us to have it varied.

**What about renewals?**
An application for renewal of a permit must be made during the period beginning three months before it expires and ending six weeks before it expires. The procedure for renewal is the same as a grant application; the only difference is the club machine permit will need to be returned along with the renewal application form and fee. The duration of the permit will not be curtailed while a renewal application is pending, including an appeal against a decision not to renew.

**Fees**

<table>
<thead>
<tr>
<th>Occasion on which fee may be payable</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>£200</td>
</tr>
<tr>
<td>Grant (Club Premises Certificate Holder)</td>
<td>£100</td>
</tr>
<tr>
<td>Existing Operator Grant</td>
<td>£100</td>
</tr>
<tr>
<td>Variation</td>
<td>£100</td>
</tr>
<tr>
<td>Renewal</td>
<td>£200</td>
</tr>
<tr>
<td>Renewal (Club Premises Certificate Holder)</td>
<td>£100</td>
</tr>
<tr>
<td>Annual Fee</td>
<td>£50.00</td>
</tr>
<tr>
<td>Copy of Permit</td>
<td>£15.00</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR CLUB GAMING PERMIT OR CLUB MACHINE PERMIT

(FOR USE BY APPLICANTS - MEMBERS’ CLUBS, COMMERCIAL CLUBS AND MINERS’ WELFARE INSTITUTES)

If you are completing this form by hand, please write legibly in block capitals using ink.

To: Doncaster Metropolitan Borough Council
Licensing Section
Civic Office
Waterdale
Doncaster, DN1 3BU

SECTION A – Type of Application
1. Please indicate type of application by ticking one of the boxes below:

- [ ] Application for a club gaming permit
- [ ] Application for a club machine permit
- [ ] Application to renew a club gaming permit
- [ ] Application to renew a club machine permit

SECTION B – Existing registration under Gaming Act 1968
[To be completed if the applicant wishes to apply as an existing Part 2 or Part 3 operator. Do not complete if applying to renew a permit]

Part I
1. Did the applicant have a Part 2 or Part 3 Registration under the Gaming Act 1968 that had effect on 31st August 2007? Yes [ ] No [ ]

Part II – Complete if the answer to question 1 is ‘Yes’:
2. Please indicate the date on which the registration was due to expire (i.e. the date it was fixed to expire when the registration was granted or last renewed)

3. Is the date given in answer to question 2 a date after 31st August 2007? Yes [ ] No [ ]

4. If the answer to question 3 is ‘No’, was the applicant’s registration renewed on or after 1st September 2007? Yes [ ] No [ ]
Please give date of renewal

Part III – Complete if the answer to question 1 is ‘NO’;

5. Was the applicant first registered under Part 2 or Part 3 of the Gaming Act 1968 on or after 1st September 2007? Yes ☐ No ☐

Please give date of first registration

Part IV

6. If the answer to either question 1 or 5 is ‘Yes’, please indicate which type of registration:
   Part 2 Registration ☐ Part 3 Registration ☐

7. Does this application relate to the same (or substantially the same) premises as those to which the registration relates? Yes ☐ No ☐

8. Is this application made before the ‘relevant date’? Yes ☐ No ☐
   [The ‘relevant date’ is the date on which the registration is due to expire, except where the applicant is registered for the first time on or after 1st September 2007, or the registration is renewed on or after that date. In those circumstances, the ‘relevant date’ is:
   (a) for a Part 2 registration, (in a first registration case) the last day of the period of one year beginning on the date of registration, or (in a renewal case) the last day of the period of ten years beginning on the date of renewal;
   (b) for a Part 3 registration, the last day of the period of 5 years beginning on the date of registration or renewal.]

The applicant may apply as an existing operator if:
   (a) the answer to questions 1, 3, 7 and 8 is ‘Yes’ OR
   (b) the answer to questions 1, 4, 7 and 8 is ‘Yes’ OR
   (c) the answer to questions 5, 7 and 8 is ‘Yes’
   AND
   - the answer to question 6 is ‘Part 2 Registration’ and the applicant is applying for a club gaming permit; OR
   - the answer to question 6 is ‘Part 3 Registration’ and the applicant is applying for a club machine permit.

If the applicant is applying as an existing operator:
• Do NOT complete SECTION C
• Relevant documentation must be provided – see SECTION H
• A different application fee is payable for an existing operator.
SECTION C – Fast-track Procedure
[This section does not apply to Scotland]

9. Please indicate if this application is made under the fast-track procedure [tick as appropriate]: Yes ☐ No ☐ [to apply under the fast-track procedure, the applicant must be the holder of a club premises certificate under section 72 of the Licensing Act 2003]

10. If the answer to question 9 is ‘Yes’, please complete the declaration below:

‘I hereby certify that the applicant for a permit is the holder of a club premises certificate under section 72 of the Licensing Act 2003’

<table>
<thead>
<tr>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Capacity</td>
</tr>
</tbody>
</table>

If the answer to question 9 is ‘Yes’ relevant documentation must be provided – see SECTION H

SECTION D – Details of the Applicant

11. Name of applicant

12. Address (including postcode) of premises on which the applicant operates

[any gaming or gaming machines authorised by a relevant permit must take place or be located on these premises]

SECTION E – Information about the Applicant

If the applicant is a miners’ welfare institute, complete questions 13 to 16:

13. Is the applicant established and conducted for social and recreational purposes? Yes ☐ No ☐

14. Are the applicant’s affairs managed by a group of individuals of whom at least two thirds are miners’ representatives? Yes ☐ No ☐
15. Does the applicant operate on premises the use of which is regulated in accordance with a charitable trust? Yes ☐ No ☐

16. If the answer to question 15 is ‘Yes’, has the charitable trust received money from any of the following:
   (a) the Miners’ Welfare Fund established by section 20 of the Mining Industry Act 1920,
   (b) the former body corporate which was known as the Coal Industry Social Welfare Organisation and incorporated under the Companies Act 1948, or
   (c) the charitable trust known as the Coal Industry Social Welfare Organisation?
   Yes ☐ No ☐

**If the applicant is a members’ club or commercial club, complete questions 17 to 22**

17. Is the applicant established with the purpose of functioning only for a limited period of time? Yes ☐ No ☐

18. Does the applicant have at least 25 individual members? Yes ☐ No ☐

19. Is the applicant established and conducted for the benefit of its members? Yes ☐ No ☐

20. Is the applicant established or conducted as a commercial enterprise? Yes ☐ No ☐

21. Describe the purpose(s) for which the applicant is wholly or mainly established and conducted

22. If the applicant is established or conducted wholly or mainly for the purpose of the provision of facilities for gaming, please specify the kinds of gaming
### SECTION F – General information about person completing this application form on behalf of applicant

23. Name

24. Capacity

25. Address (including postcode)

### SECTION G – Contact details for correspondence associated with this application

26. Please tick one box as appropriate:

- Address in section D
- Address in section F
- Address below

Address (including postcode)

---

**SECTION H – Declaration**

27. Please complete the following declarations and checklist:

I [full name]

a. make this application on behalf of the applicant and have authority to act on behalf of the applicant.

b. confirm that I am aware of any relevant provision of a code of practice issued by the Gambling Commission under section 24 of the Gambling Act 2005 about the location and operation of a gaming machine.

c. confirm that I am aware that the permit to which this application relates will be
subject to the relevant conditions specified in section 271 or 273 of the Gambling Act 2005.

d. confirm that I am aware that (unless this application is made under the fast-track procedure) the applicant must send a copy of this application and any accompanying documents to the Gambling Commission and the chief officer of police (or chief constable in Scotland) within a period of seven days beginning on the date this application is made.

e. confirm that, to the best of my knowledge, the information contained in this application is true. I understand that it is an offence under section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application.

Checklist [tick as appropriate]:

☐ Payment of the appropriate fee of £ is enclosed.
☐ A copy of the existing club gaming permit or club machine permit is enclosed [only applies to applications to renew a permit]
☐ A copy of the registration certificate issued under Part 2 of the Gaming Act 1968 is enclosed [only applies if the applicant wishes to apply as an existing Part 2 operator]
☐ A copy of the registration certificate issued under Part 3 of the Gaming Act 1968 is enclosed [only applies if the applicant wishes to apply as an existing Part 3 operator]
☐ The applicant’s club premises certificate issued under section 72 of the Licensing Act 2003 is enclosed [only applies if the applicant has completed the declaration in section C]

________________________
Signature

________________________
Date

________________________
Capacity