Fact Sheet

Licensed Premises Gaming Machine Permit and Notification Pack

- Only for those who hold a Premise Licence (On Premise)

Application for

- Notification of 2 Category C or D machines (or)
- Application for Permit for 3 or more Category C or D machines.

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
Licensed premises gaming machine permit and notifications

How many gaming machines can I have in my pub/liquor licensed premises?

We can issue licensed premises gaming machine permits for three or more category C or D machines (see below for details), providing that the applicant is the person named on the liquor licence and that they pay the prescribed fee.

We may also take into account any other matters which are considered relevant to the application, such as having regard to our Statement of Gambling Licensing Policy on licensed premises gaming machine permits.

What if I only want two machines or less?

There is an automatic entitlement to make two gaming machines or less available for use in alcohol licensed premises. To take advantage of this entitlement the person who holds the liquor licence, issued under the Licensing Act 2003, must give notice to us of their intention to make two or less gaming machines available for use, and must pay the prescribed fee of £50.

Who can apply for this type of permit?

Applications must be made by the person or organisation who holds the Licensing Act 2003 “on premises” alcohol licence for the premises where the permit application is being made for. The premises must be within our authority boundary.

Applications may not be made if a premises licence, issued under the Gambling Act, is already in effect at the premises.

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>C</td>
<td>50p</td>
<td>£70</td>
</tr>
<tr>
<td>D</td>
<td>10p money prize</td>
<td>£5 money prize</td>
</tr>
<tr>
<td>D</td>
<td>30p non-money prize</td>
<td>£8 non-money prize</td>
</tr>
</tbody>
</table>

Who do I send my application to?

Doncaster Metropolitan Borough Council, Licensing Department, P O Box 257, The Council House, College Road, Doncaster, DN1 1RN.

What can you do with my application?

In determining an application we must have regard to the licensing objectives and to the Guidance issued by the Gambling Commission. We may also take into account any other matters which are considered relevant to the application.

We may either grant or refuse an application. In granting the application we may alter the number and category of gaming machines authorised by the permit. If we grant the application, we must issue the permit as soon as possible after that. Where we refuse the application we must notify the applicant as soon as possible, setting out the reasons for refusal. We must not refuse an application, or grant it for a different number or category of machines, unless we have notified the applicant of our intention to do so and given the applicant an opportunity to make representations (orally or in writing or both).

How long does a licensed premises gaming machine permit last?

A permit has no expiry date and will continue in force for so long as the premises continues to have an alcohol licence and that the holder of the permit continues to hold that licence.

There is an annual fee of £50 for this type of permit, which must be paid within 30 days of the permit becoming effective. After that an annual fee of £50 is payable on the anniversary of the grant date of the permit.

A permit can be cancelled if the holder fails to pay the annual fee and the permit can also lapse if the holder surrenders it to us, the licensing authority.

Please note that the annual fee does not apply to a notification.

Do I need to keep a copy of my permit on the premises?

The permit holder must keep the permit on the premises and it must be produced on request for inspection by the police, an enforcement officer or one of our officers. If the permit is lost,
stolen or damaged, the holder may apply to us, the issuing authority, for a copy. The application must be accompanied by the fee of £15.

**What if I have a change of circumstances?**

The permit holder can apply to us to amend the permit to reflect a change in the holder’s name only. We have to comply with the request, provided the fee of £25 is paid.

The holder may apply to change the number and/or category of machines authorised by the permit by making a variation application. This variation must also be accompanied by the fee of £100.

**Can you, as the licensing authority, cancel a permit?**

Yes. We may only do so in specified circumstances which include -

- if the premises are used wholly or mainly by children or young persons
- if an offence under the Act has been committed.

In addition, we can also cancel a permit if the holder fails to pay the annual fee.

The court may order that the permit be cancelled if the holder is convicted of a relevant offence.

Before we cancel a permit we must -

- notify the holder (giving them 21 days notice of intention to cancel)
- consider any representations made by the holder
- hold a hearing if requested
- comply with any other prescribed requirements relating to the procedure to be followed

When we cancel a permit the cancellation does not take effect until the period for appealing against that decision has past, or, where an appeal is made, until the appeal is determined. The appeal is made via the Magistrate’s Court.

**Can you, as the Licensing Authority, cancel a notification?**

Yes, if the code of practice regarding the location and operation of a gaming machine is not complied with. The cancellation procedure is the same as that of a permit.

<table>
<thead>
<tr>
<th>Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification fee*</td>
<td>£50</td>
</tr>
<tr>
<td>Transitional application fee (existing s.34 holder)</td>
<td>£100</td>
</tr>
<tr>
<td>New permit</td>
<td>£150</td>
</tr>
<tr>
<td>First annual fee (payable 30 days after grant)</td>
<td>£50</td>
</tr>
<tr>
<td>Annual fee (payable on anniversary of grant)</td>
<td>£50</td>
</tr>
</tbody>
</table>

*no annual fee is payable on a notification*
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

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

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 total of 2 gaming machines category C and / or D
      (if you choose this option then please complete sections B, D and E)
   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)
   c) Apply for a new licensed premises gaming machine permit
      (if you choose this option then please complete sections B, D and E)
   d) Apply to vary an existing licensed premises gaming machine permit
      (if you choose this option then please complete sections B, D and E)
   e) 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)

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)

<table>
<thead>
<tr>
<th>Category machine</th>
<th>Number currently authorised to provide</th>
<th>Number wish to provide (new or variation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>……</td>
<td>……</td>
</tr>
<tr>
<td>D</td>
<td>……</td>
<td>……</td>
</tr>
<tr>
<td>Total</td>
<td>……</td>
<td>……</td>
</tr>
</tbody>
</table>

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.

Existing permit provided* □

(reasons why existing permit cannot be provided) …………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

*Please keep a copy of your existing permit on the premises to which it relates.
<table>
<thead>
<tr>
<th>Section C – Application for permit transfer (i.e. where a transfer has been requested for the Licensing Act 2003 premises licence)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Name of person requesting the transfer</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>5. Confirmation that an application to transfer the relevant Licensing Act 2003 Premises Licence has been:</td>
</tr>
<tr>
<td>Requested</td>
</tr>
<tr>
<td>Granted</td>
</tr>
<tr>
<td>6. Please provide your existing permit, or provide reasons stating why it cannot be provided</td>
</tr>
<tr>
<td>Existing permit provided</td>
</tr>
<tr>
<td>Reasons why existing permit cannot be provided</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section D – General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Name of Premises:</td>
</tr>
<tr>
<td>8. Address of Premises:</td>
</tr>
<tr>
<td>9. Telephone number of Premises:</td>
</tr>
<tr>
<td>10. Name of existing Premises Licence holder:</td>
</tr>
<tr>
<td>11. Address of Premises Licence holder (if different from 8 above)</td>
</tr>
<tr>
<td>12. Telephone number (daytime) of Premises Licence holder:</td>
</tr>
<tr>
<td>13. E-mail address of Premises Licence holder (where available):</td>
</tr>
<tr>
<td>14. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant:</td>
</tr>
<tr>
<td>15. Licensing Act 2003 Premises Licence Reference (i.e. number):</td>
</tr>
</tbody>
</table>
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)

Section E – Fee and Signature(s)

I enclose a sum of (£…….)* (cheques should be made payable to DMBC.)

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.

Dated …………………………………………………………………………………………………………………………………………………

Signed (by or on behalf of Licensing Act 2003 Premises Licence holder)…………………………………………………………

Print Name………………………………………………………………………………………………………………………………………

* If you wish to have a maximum of 2 gaming machines then the fee payable is £50. If you wish to have more than 2 gaming machines then the fee payable is as follows.

Fees

<table>
<thead>
<tr>
<th>Occasion on which fee may be payable</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transitional Application Fee (existing Sec 34 Holders)</td>
<td>£100</td>
</tr>
<tr>
<td>New Permit</td>
<td>£100</td>
</tr>
<tr>
<td>First Annual Fee (Payable 30 days after grant)</td>
<td>£50</td>
</tr>
<tr>
<td>Annual Fee (payable on anniversary of grant)</td>
<td>£50</td>
</tr>
<tr>
<td>Copy of Permit</td>
<td>£10.50</td>
</tr>
</tbody>
</table>

Official Use Only

Date of receipt: …………………………………………………………………

Signature and name of staff who received: ……………………………

Date of receipt of fee: ……………………………………………………

Signature and name of staff who received fee: ……………………………

Application accepted / returned (please delete as appropriate)

Date of premises licence (Licensing Act 2003) transfer (if applicable): ……………………………
NOTIFICATION OF 2 OR LESS GAMING MACHINES or GAMING MACHINE PERMIT APPLICATIONS (i.e. for greater than 2 machines) for:
CONVERSION / NEW / VARIATION / TRANSFER

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 a 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.
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 by …………… 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 £x. There are no annual fees payable for 2 machines or less.
7. Sections 282 and 283, as well as SI 2007 / …….. of 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 = 50p / Maximum prize = £35
   - Category D: Maximum stake = 10p or 30p non-monetary / Maximum prize = £5 cash or £8 non-monetary
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 reasonable 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.
REQUEST FOR ACKNOWLEDGMENT OF RECEIPT OF MY NOTIFICATION OF 2 OR LESS GAMING MACHINES

I, .................................................. (insert name of the Licensing Act 2003 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...................................................................................................................(insert name of premises).

Insert address to which you wish this acknowledgement to be sent:
................................................................................................................................................................
................................................................................................................................................................
................................................................................................................................................................
................................................................................................................................................................
................................................................................................................................................................

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: