Fact Sheet

Unlicensed Family Entertainment Centre Application Form

- Do not need an operating or personal licence
- Last 10 years
- Can only have **Category D** gaming 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
If I am issued a permit, do I need to keep a copy of my permit on the premises?

Yes a copy of the permit must be kept on the premises and should be available for inspection at all times. It is an offence not to produce it when requested to do so by the police, an enforcement officer, or an authorised local authority officer.

What happens if my permit has been lost, stolen or damaged?

You should apply for a replacement permit straight away by completing the necessary application form and submitting it along with the replacement fee of £10.50, to the address above.

When do I need to renew my permit?

Even though your permit is granted for 10 years (unless it lapses, as above) an application renewal should be made no later than the two months before the permit is due to expire.

The renewal procedure is almost identical to the grant procedure except that you should return the original permit along with your renewal forms and fees.

Fees

<table>
<thead>
<tr>
<th>Occasion on which fee may be payable</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>£300</td>
</tr>
<tr>
<td>Renewal</td>
<td>£300</td>
</tr>
<tr>
<td>Existing Operator Grant</td>
<td>£100</td>
</tr>
<tr>
<td>Change of Name</td>
<td>£25</td>
</tr>
<tr>
<td>Copy of Permit</td>
<td>£10.50</td>
</tr>
</tbody>
</table>
APPLICATION FOR THE CONVERSION OR NEW GRANT / CHANGE OF NAME OF AN
UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT
(FOR USE BY OCCUPIERS / PROPOSED OCCUPIERS OF PREMISES INTENDED TO BE USED BY THE
APPLICANT AS UNLICENSED FAMILY ENTERTAINMENT CENTRES)

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

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

Doncaster Council

SECTION A – What do you want to do?

1. Please indicate what you would like to do:
   a) **Apply to convert** an existing Section 34 permit issued under the Gaming Act 1968, into an
      unlicensed family entertainment centre gaming machine permit
      *(if you choose this option then please complete sections B, D and E)*  
   b) **Apply for a new** unlicensed family entertainment centre gaming machine permit
      *(if you choose this option then please complete sections B, D and E)*  
   c) **Request that the licensing authority changes the name** on the permit due to the existing
      permit holder’s change of name or wish to be known by another name
      *(if you choose this option then please complete sections C, D and E)*

SECTION B – Application for grant (includes both new and conversion applications)

2. Do you have an existing Section 34 permit issued under the Gaming Act 1968?
   **Yes / No**

   If 'yes' the permit should be enclosed.*
   Existing Section 34 permit enclosed  

3. Are you aware of any premises licence, issued under the Gambling Act 2005, which exists in
   relation to the premises to which this application relates?  If 'yes' please provide details (e.g.
   premises licence reference number)
   ……………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………
   **Yes / No**

Section C – Change of name

4. What is the name of the permit holder on the existing permit?
   ……………………………………………………………………………………………………………………………

5. What is the reference (e.g. number) of the existing permit?
   ……………………………………………………………………………………………………………………………

6. What name change is requested by the permit holder?
   ……………………………………………………………………………………………………………………………

7. Why is this change of name being requested? *(see guidance note 8)*
   ……………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………

* Please keep a copy of your existing permit on the premises to which it relates.
**APPLICATION FOR THE GRANT / CHANGE OF NAME OF AN UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT**

*(FOR USE BY OCCUPIERS / PROPOSED OCCUPIERS OF PREMISES INTENDED TO BE USED BY THE APPLICANT AS UNLICENSED FAMILY ENTERTAINMENT CENTRES)*

### Section D – General Information

8. Name of premises

9. Address of premises

10. Telephone number of premises

11. Name of applicant

12. Address of applicant

13. Telephone number (daytime) of applicant

14. E-mail address of applicant

15. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant

### Section E – Fee and Signature(s)

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

I confirm that I occupy / propose to occupy the premises to which this application relates.  

I confirm that I am 18 years of age or older.

*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 applicant / permit holder)…………………………………………………………………………
APPLICATION FOR THE GRANT / CHANGE OF NAME OF AN
UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT
( FOR USE BY OCCUPIERS / PROPOSED OCCUPIERS OF PREMISES INTENDED TO BE USED BY THE
APPLICANT AS UNLICENSED FAMILY ENTERTAINMENT CENTRES)

Guidance notes:
1. This form is to be used for an application for a grant (or to request a change of name) of a
   unlicensed family entertainment centre gaming machine permit under the Gambling Act 2005
   Section 247 and Schedule 10.  This form can be used for both new applications and for
   applications to convert an existing Section 34 permit under the Gaming Act 1968 in
   accordance with the Gambling Act 2005 Statutory Instrument 2006 / 3272.
2. An unlicensed family entertainment centre is entitled to provide an unlimited number of category D
   gaming machines available for use on the premises. Category D gaming machines are defined in
   the Gambling Act 2005 Statutory Instrument SI 2007 / 2158 as:
   - Maximum stake = 10p or 30p non-monetary
   - Maximum prize = £5 cash or £8 non-monetary
   Category C (adult) gaming machines CANNOT be made available for use and thus there will be no
   ‘designated adult areas’ required at the premises.
3. The permit’s duration is 10 years. A renewal application must be made 2-6 months before the
   expiry date of the permit (Schedule 10 paragraph 18 Gambling Act 2005).
4. The fee for a new application for grant is £300. The fee for the conversion of an existing Section
   34 Gaming Act 1968 permit is £100. The fee for a change of name is £25.
5. Applicants should be aware that this Licensing Authority has published a ‘Statement of Principles’
   under Schedule 10 paragraph of the Gambling Act 2005. The Statement of Principles is available
   via this authority’s website or via a request made to the contact details provided at the top of this
   form.
6. 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.
7. If an application has been made to convert an existing Section 34 Gaming Act 1968 permit before
   31st July 2007, then the applicant can assume that, even where a decision has not been formally
   made by this licensing authority, his/her application is to be treated as granted from September
   2007. Following this, a permit must be provided by this authority as soon as reasonably
   practicable.
8. These permits cannot be transferred. Change of name is only permitted where the permit holder
   changes his / her name or wishes to be known by another name (Schedule 10 paragraph 11(2)).