

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

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**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 E – 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 F – Fee and Signature(s)

I enclose a sum of £..... (cheques should be made payable to East Suffolk Council.) ☐

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).....

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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.
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 2158 as
 - (1) Where a machine is a non-money prize machine, it is a Category D machine if—
 - (a) the maximum charge for use is no more than 30 pence; and
 - (b) the maximum prize value is no more than £8.
 - (2) Where a machine is a money-prize machine, it is a Category D machine if—
 - (a) the maximum charge for use is no more than 10 pence; and
 - (b) the maximum prize value is no more than £5.
 - (3) In any other case, a machine is a Category D machine if—
 - (a) the maximum charge for use is no more than 10 pence; and
 - (b) the maximum prize value is no more than £8, of which no more than £5 can be a money prize.
3. Category C (adult) gaming machines CANNOT be made available for use and thus there will be no 'designated adult areas' required at the premises.
4. An application for a new permit must be accompanied by a plan. The plan must be drawn to scale and be of the premises to which the application relates.

The plan must show :-

The extent of the boundary or perimeter of premises

Where the premises includes or consists of one or more buildings, the location of any external or internal walls of each building

Where the premises form part of a building, the location of any external or internal wall of the building which are included in the premises

The location of each point of entry to and exit from the premises, including in each case a description of the place from which entry is made or to which the exit leads

The location and extent of any part of the premises in which Category D gaming machines will be made available for use in reliance on the licence
5. 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).
6. The **fee** for a **new** application for grant is **£300**. The **fee** for a **change of name** is **£25**.
7. 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.

8. 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.
9. 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)).
10. All applications for the grant of a permit will be sent to the Chief Officer of Police for their observations.

Send the completed application (with payment) to:

Licensing Department
East Suffolk Council
Riverside
Canning Road
Lowestoft
NR33 0EQ

Email: licensing@eastsuffolk.gov.uk

PRIVACY NOTICE

The information you have supplied is being collected in accordance with the Gambling Act 2005, and will be used for processing your application for a licence under the Act.

Your information will not be used for any other purpose and will not be shared with any other third parties, unless permitted by law.

Your information will be retained until a period of 6 years after the expiry of the licence; this is in line with the Limitations Act 1980 (section 2).

Data will be processed and held securely and in accordance with the General Data Protection Regulation and the Data Protection Act 2018 (and any updates).

Further information about data protection can be found on the East Suffolk Website:
www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Licensing-Privacy-Notice.pdf

Official Use Only

Date of receipt:

Signature and name of staff who received:

Amount enclosed.....Receipt number:

Application accepted / returned (please delete as appropriate)