

## 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.**

### **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'*

Full Name

Signature

Capacity

**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)



<p><i>[only applies if the applicant wishes to apply as an existing Part 2 operator]</i></p> <p><input type="checkbox"/> A copy of the registration certificate issued under Part 3 of the Gaming Act 1968 is enclosed <i>[only applies if the applicant wishes to apply as an existing Part 3 operator]</i></p> <p><input type="checkbox"/> The applicant's club premises certificate issued under section 72 of the Licensing Act 2003 is enclosed <i>[only applies if the applicant has completed the declaration in section C]</i></p>
Signature
Date Capacity

**Send the completed application (with payment) to:**

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

**Email:** [licensing@eastsuffolk.gov.uk](mailto: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](http://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Licensing-Privacy-Notice.pdf)