



## **GAMBLING ACT 2005 – NEW PREMISES LICENCE GUIDANCE NOTES**

### **What is a Gambling Act Premises Licence?**

A Premises Licence, issued under the Gambling Act 2005, is required for any premises where it is intended to provide gambling facilities.

The types of Licence available are as follows:

- Casino Premises Licence
- Bingo Premises Licence
- Adult Gaming Centre Premises Licence
- Family Entertainment Centre Premises Licence
- Betting Premises Licence (enabling the provision of facilities for betting, by making or accepting bets or by acting as a betting intermediary)

Except in the case of a track, a Premises Licence may not authorise the use of premises for activities of more than one of the types listed above. A Licence may not be issued in respect of premises if those premises already have a Premises Licence in effect.

Some of the above Premises Licences will allow gaming machines to be used on the premises.

### **Who can apply for a Gambling Act Premises Licence?**

An application for a Premises Licence may only be made by persons (which includes companies or partnerships):

- who have the right to occupy the premises; and
- who have an Operating Licence which allows him/her to carry out the proposed activity, or have applied for an Operating Licence (the Premises Licence may only be issued once the Operating Licence has been issued) from the Gambling Commission.

An applicant for a Premises Licence must be over the age of 18.

### **How do I make an application?**

#### **Serve Application to Licensing Authority**

You must complete an application form, specifying the premises address, applicant details and the times of operation and submit plans of the premises.

#### **Return your application form and supporting documents to the Licensing Authority:**

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

Email: [licensing@eastsoffolk.gov.uk](mailto:licensing@eastsoffolk.gov.uk)

The form can be downloaded from the Council's website [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk)

### Serve Notice to Responsible Authorities

You must serve a Notice on the following responsible authorities within 7 days of making your application:  
(Form of notice of application A or B – available on web-pages)

<b>Responsible Authority</b>	<b>East Suffolk Council</b>
<b>Gambling Commission</b>	Gambling Commission Victoria Square House Victoria Square Birmingham B2 4BP Email: <a href="mailto:info@gamblingcommission.gov.uk">info@gamblingcommission.gov.uk</a>
<b>HM Revenue &amp; Customs</b>	HM Revenue & Customs National Registration Unit Portcullis House 21 India Street GLASGOW G2 4PZ Email: <a href="mailto:nrubetting&amp;gaming@hmrc.gsi.gov.uk">nrubetting&amp;gaming@hmrc.gsi.gov.uk</a>
<b>Chief Officer of Police</b>	Licensing Team Suffolk Constabulary Old Nelson Street Lowestoft NR32 1PE Email: <a href="mailto:policealcohollicensing@suffolk.pnn.police.uk">policealcohollicensing@suffolk.pnn.police.uk</a>
<b>Chief Fire Officer</b>	Suffolk Fire & Rescue Service Endeavour House Russell Road Ipswich IP1 2BX Email: <a href="mailto:fire.businesssupport@suffolk.gov.uk">fire.businesssupport@suffolk.gov.uk</a>
<b>Environmental Health Department</b> Exercising Statutory functions to minimise or prevent risk of pollution of the environment or of harm to human health	Environmental Protection Team East Suffolk Council Riverside 4 Canning Road Lowestoft NR33 0EQ e-mail: <a href="mailto:environment@eastsoffolk.gov.uk">environment@eastsoffolk.gov.uk</a>
<b>Planning Authority</b>	Planning Team Planning & Building Control Riverside 4 Canning Road Lowestoft NR33 0EQ Email: <a href="mailto:planning@eastsoffolk.gov.uk">planning@eastsoffolk.gov.uk</a>
<b>Area Child Protection Body</b>	Suffolk Constabulary have assumed responsibility for this role, hence you need send only ONE copy of your application to the Chief Officer of Police details shown above.

## **Publish Notice of the Application** (Notice of application – available on web-pages)

You must then place a notice;

(a) in a local newspaper or, if there is none, a local newsletter, circular or similar document, circulating within the area on at least one occasion during the period of ten working days starting with the day after the day on which the application is made to us;

**And**

(b) by displaying a notice on the premises to which the application relates:

(i) in a place at which it can conveniently be read by members of the public from the exterior of the premises;

(ii) for a period of no less than 28 consecutive days starting on the day on which the application is made to us.

The form in which the Public Notice must take can be downloaded from the Council's website [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk)

### **What do the plans have to show?**

All plans must be to scale and have to show:

(a) the extent of the boundary or perimeter of the premises;

(b) where the premises include, or consist of, one or more buildings, the location of any external or internal walls of each such building;

(c) where the premises form part of a building, the location of any external or internal walls of the building which are included in the premises;

(d) where the premises are a vessel or a part of a vessel, the location of any part of the sides of the vessel, and of any internal walls of the vessel, which are included in the premises;

(e) 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.

### **Premises Licences regulating the following activities also have to show additional items:**

#### **Bingo**

(a) the location and extent of any part of the premises which will be used to provide facilities for gaming in reliance on the Licence (other than those parts which include Category B or C gaming machines);

(b) the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use in reliance on the Licence;

(c) the nature and location of any barrier or other thing separating any part of the premises in which Category B or C gaming machines will be made available for use from any other part of the premises.

#### **Adult Gaming Centre**

(a) the location and extent of any part of the premises in which gaming machines will be made available for use in reliance on the Licence.

#### **Family Entertainment Centre**

(a) the location and extent of any part of the premises in which Category C gaming machines will be made available for use in reliance on the Licence;

(b) 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; and

(c) the nature and location of any barrier or other thing separating any part of the premises in which Category C gaming machines will be made available for use from any other part of the premises.

#### **Betting (other than a track)**

(a) the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the Licence.

**Betting (in respect of a track)**

- (a) the location and extent of any part of the premises which is a five times rule betting area;
- (b) the location and extent of any other parts of the premises which will be used for providing facilities for betting in reliance on the Licence;
- (c) the location and extent of any part of the premises in which Category B or C gaming machines will be made available for use in reliance on the Licence;
- (d) the nature and location of any barrier or other thing separating any part of the premises in which Category B or C gaming machines will be made available for use from any other part of the premises.

**What are the application fees?**

**Premises Type New Application Annual Fee (inc. annual fee and applications to vary or transfer a licence)**

<b>GAMBLING - LICENCE FEES</b>	
<b>New Application</b>	
- Bingo Club	£1,822.00
- Betting Premises (excluding tracks)	£1,822.00
- Betting Premises - Track	£1,822.00
- Family Entertainment Centres	£1,822.00
- Adult Gaming Centre	£1,822.00
<b>Annual Fee</b>	
- Bingo Club	£837.00
- Betting Premises (excluding tracks)	£600.00
- Betting Premises - Track	£729.00
- Family Entertainment Centres	£729.00
- Adult Gaming Centre	£729.00
<b>Application to Vary</b>	
- Bingo Club	£1,215.00
- Betting Premises (excluding tracks)	£1,215.00
- Betting Premises - Track	£1,215.00
- Family Entertainment Centres	£1,000.00
- Adult Gaming Centre	£1,000.00
<b>Application to Transfer</b>	
- Bingo Club	£1,155.00
- Betting Premises (excluding tracks)	£1,155.00
- Betting Premises - Track	£950.00
- Family Entertainment Centres	£950.00
- Adult Gaming Centre	£1,155.00

**When do I need to pay my annual fee?**

A Premises Licence will be of unlimited duration. You will not need to apply again unless your circumstances change. You will, however, be required to pay an annual fee in respect of your premises.

Where a Licence comes into effect on the date it is issued then the first annual fee for the Licence has to be paid within 30 days after that date.

Where a Licence specifies that it is to come into effect on an effective date then the first annual fee for that Licence shall be paid within:

- (a) within 30 days of the effective date, or
- (b) 12 months, after the issue date, whichever is sooner.

**Do I have to keep my new Licence on the premises?**

Yes, the holder of a Premises Licence has to:

- (a) keep the Licence on the premises, and
- (b) arrange for it to be made available on request to:
  - (i) a constable,
  - (ii) an enforcement officer, or
  - (iii) an authorised local authority officer.

It is also a requirement of the Act that the Summary is displayed in a prominent place within the premises.

**How do I obtain more information?**

**Contact:**

East Suffolk Council's Licensing Team on 01394 444802 or email [Licensing@eastsuffolk.gov.uk](mailto:Licensing@eastsuffolk.gov.uk)

Visit our website <http://www.eassuffolk.gov.uk> and follow the links from Licensing to Gambling Act 2005.

The Gambling Commission: <http://www.gamblingcommission.gov.uk>