


**NOTIFICATION OF 2 OR LESS GAMING MACHINES or
GAMING MACHINE PERMIT APPLICATIONS (i.e. for greater than 2 machines) for:
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

<p>To: Licensing Authority Newcastle City Council Civic Centre Newcastle upon Tyne NE1 8QH</p>	
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SECTION A – What do you want to do?

1. Please indicate what you would like to do

-) **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 D and E)
- b) Apply for a **new** licensed premises gaming machine permit
((if you choose this option then please complete sections B, D and E)
- c) Apply to **vary** an existing licensed premises gaming machine permit
(if you choose this option then please complete sections B, D and E)
- d) Apply to **transfer** an existing licensed premises gaming machine permit – please note this is only possible for permits (not notification) issued under the Gambling Act 2005.
(if you choose this option then please complete sections C, D and E)

SECTION B – Application for grant (includes 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)

Category machine	Number currently authorised to provide	Number wish to provide (new or variation)
C		
D		
Total		

3. If you are currently authorised to provide more than 2 machines, please provide your existing 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.

<p>Section C – Application for permit transfer (i.e. where a transfer has been requested for the Licensing Act 2003 premises licence)</p> <p>4. Name of person requesting the transfer</p> <p>5. Name of person consenting to transfer (i.e. the current licence holder)</p> <p>6. Confirmation that an application to transfer the relevant Licensing Act 2003 Premises Licence has been:</p> <p style="text-align: right;">Requested <input type="checkbox"/></p> <p style="text-align: right;">Granted <input type="checkbox"/></p> <p>7. Please provide your existing permit, or provide reasons stating why it cannot be provided</p> <p style="text-align: right;">Existing permit provided <input type="checkbox"/></p> <p>Reasons why existing permit cannot be provided</p>		
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Section D – General Information

8. Name of Premises.....

9. Address of Premises.....
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10. Telephone number of Premises.....

11. Name of existing Premises Licence holder

12. Address of Premises Licence holder (if different from 8 above)

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.....
.....

13. Telephone number (daytime) of Premises Licence holder

14. E-mail address of Premises Licence holder (where available)

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

16. Licensing Act 2003 Premises Licence Number

Section E – Fee and Signature(s)

I enclose a sum of (£)* (cheques should be made payable to Newcastle City Council)

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 9)

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 signing on behalf of the applicant please state in what capacity.....

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):

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 a **new application, variation or transfer** of an 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.
4. A 'Premises Licence holder' is a person holding a Premises Licence under the Licensing Act 2003.
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. The local authority may take into account of any other matters which are considered relevant to the application, our Statement of Principles (Gambling Policy) states that:

"If a premises wishes to have more than two machines, then it needs to apply for a permit and the Licensing Authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of The Gambling Act 2005, and "such matters as they think relevant." The Licensing Authority considers that such applications will be decided on a case by case basis by the Licensing Committee but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there may be no access may include the adult gaming machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be of help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare and NECA (North East Council on Addiction)."

6. 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.

7. The permit's duration is indefinite as it is linked to the Licensing Act 2003 Premises Licence. There is a first annual fee payable within 30 days of the permit coming into effect 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. There are no annual fees payable for 2 machines or less.
8. 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 = £1 / Maximum prize = £100
 - Category D: Maximum stake = 10p or 30p non-monetary / Maximum prize = £5 cash or £8 non-monetary
9. **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.
Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or Newcastle City Council licensing office.
10. 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.
11. 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:

.....
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.....
.....
.....

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: