


**APPLICATION FOR A NEW GRANT / CHANGE OF NAME OF AN  
UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT**  
(FOR USE BY OCCUPIERS / THOSE WITH A RIGHT TO OCCUPY 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*

<p>To: Licensing Authority Newcastle City Council Civic Centre Newcastle upon Tyne NE1 8QH</p>	
<p><b>SECTION A – What do you want to do?</b></p> <p>1. Please indicate what you would like to do:</p> <p>a) Apply for a <b>new</b> unlicensed family entertainment centre gaming machine permit <i>(if you choose this option then please complete sections B, D, E, F, G and H)</i> <span style="float: right;"><input type="checkbox"/></span></p> <p>b) Request that the licensing authority <b>changes the name</b> on the permit due to the existing permit holder's change of name or wish to be known by another name <i>(if you choose this option then please complete sections C, D and H)</i> <span style="float: right;"><input type="checkbox"/></span></p>	
<p><b>SECTION B – Application for Grant</b></p> <p>2. 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)</p> <p>.....</p> <p>.....</p> <p><b>IF YOU HAVE ANSWERED YES TO QUESTION 2 - NO APPLICATION FOR AN UNLICENSED FAMILY ENTERTAINMENT CENTRE PERMIT CAN BE MADE IN RESPECT OF THE PREMISES</b></p>	
<p><b>SECTION C – Change of Name</b> (You must enclose the original existing permit)</p> <p>3. What is the name of the permit holder on the existing permit?</p> <p>.....</p> <p>4. What is the reference (e.g. number) of the existing permit?</p> <p>.....</p> <p>5. What name change is requested by the permit holder?</p> <p>.....</p> <p>6. Why is this change of name being requested? <i>(see guidance note 7)</i></p>	

**Section D – General Information**

7. Name of premises.....

8. Address of premises.....

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9. Telephone number of premises.....

10. Brief description of the layout and location of the premises (refer to Part 8 of the Guidance Notes at the end of this form for details).....

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11. Name of applicant.....

Whether the application is on behalf of an organisation.....

- If the application is on behalf of an organisation, please state type of organisation:-  
Limited Company  Partnership  Unincorporated Association
  
- If the application is made by an individual, please state date of birth.....
- If the application is made by a Limited Company, please state company registration number .....

12. Address of applicant.....

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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

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**Section F – Plans**

18. Plans must be submitted in accordance with Part 10 of the attached Guidance notes

**Section G – Licensable Opening Hours**

19. Proposed hours during which facilities for gambling will be permitted (if less than 24 hours, please use table below to give start and finish time) (See Part 11 of attached Guidance Notes)

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<b>Day</b>	<b>Time of Opening</b>	<b>Closing/Finish Time</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

20. Please provide details of any proposed seasonal variation

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Section H – Fee and Signature(s)

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

There is no premises licence under the Gambling Act 2005 in force in relation to the premises

I have enclosed a scale plan of the premises marked up accordingly ((refer to Part 10 of Guidance Notes at the end of the form for details (not required for change of name))

I have enclosed evidence of suitable public liability insurance

I confirm that I occupy / have the right to occupy the premises and propose to use the premises wholly or mainly as an unlicensed family entertainment centre.

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

I have enclosed the original or a certified copy of my existing permit (if applicable)

I enclose herewith copies of policy and training information

I confirm that I have completed the attached Statutory Declaration with regard to relevant offences (those set out in Schedule 7 of the Act)

I understand that if I do not comply with the above requirements my application may be rejected

THE INFORMATION CONTAINED IN THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

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).....

Print Name.....

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

Please return form to:                   Licensing Authority  
Newcastle City Council  
Public Safety and Regulation  
Civic Centre  
Newcastle upon Tyne NE1 8QH

## 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 Categories of Gaming Machine Regulations 2007 Statutory Instrument 2158 of 2007. 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 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. 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)).
8. The description of the premises must include the following information:
  - Where the premises is a building, or part of a building, whether the whole building is subject to the permit, or only part of it (with a description of the uses to which the rest of the building is put) and the nature of the building (e.g. whether it is detached, multi-level, part of a shopping centre or service station etc).
  - The nature of the area in which the premises are located (e.g. primarily residential, for business or retail use etc).
  - The name or nature of any immediate neighbours. Immediate neighbours means, in relation to premises that are in a building or on a track, those on either side of the premises; those opposite any entrance or exit to the premises; and where the premises are part of a multi-level building, those above and below the premises.
  - The nature of the street on which any entrance or exit to the premises is located. This information should describe whether or not the street is pedestrianised, is a main road, a cul de sac, a side road etc.
  - Access to the premises – in particular give details of any direct access (including shared) that will be permitted from other types of premises with details of the nature of that other type of premises.
  - The current use of the premises.

9. Such policies and procedures should incorporate:
- Ensuring the safety and protection of children admitted to the premises. For example evidence of a policy that the applicant and all persons employed on the premises have been subject to an appropriate Disclosure and Barring Service check which reveals no relevant offences or that in the absence of such checks that unaccompanied children will not be admitted.
  - Discourage or exclude children during school times.
  - Discourage or exclude vulnerable persons.
  - Ensure that all persons engaged in the operation of the premises are/will be suitably trained.
10. Applications must be accompanied by a scale plan of the premises showing:
- The extent of the boundary or perimeter of the premises or part of the premises
  - The location of any external or internal walls
  - The position of each point of entry to and exit from the premises
  - Identify the location and use of any other areas of the premises accessible by the public which are used for the purposes of gaming or any other purpose.
  - The type and location of machines – including skills with prizes machines or amusement only machines.
11. If using the table, please use the 24 hour clock. Only give times in respect of those days when the premises will be open. Please note that the hours applied for, may not necessarily be those permitted under your licence.

**Official Use Only**

**Date of receipt:** .....

**Signature and name of staff who received application:** .....

**Date of receipt of fee:** .....

**Signature and name of staff who received fee:** .....

**Application accepted / returned (please delete as appropriate)**