

Application for a Premises Licence under the Gambling Act 2005

You must clearly specify which type of Premises Licence you are applying for. You will also require to have applied to the Gambling Commission for an Operating Licence. If you are in any doubt regarding these matters, further information can be obtained from the Gambling Commission's website at www.gamblingcommission.gov.uk or by telephone on 0121 230 6666.

The application form makes reference to mandatory and default conditions. These are set by the Scottish Ministers and are contained in the **Gambling Act 2005 (Mandatory and Default Conditions) (Scotland) Regulations 2007** (SSI2007 No: 266) and any subsequent amendments thereto. The original Regulations can be found at www.opsi.gov.uk/legislation/scotland/ssi2007/20070266.htm

With regard to the plan which must accompany applications, this must be in the form dictated by the **Gambling Act 2005 (Premises, Licences and Provisional Statements) (Scotland) Regulations 2007** (SSI2007 No: 196) and any subsequent amendments thereto. The original Regulations can be found at www.opsi.gov.uk/legislation/scotland/ssi2007/20070196.htm. **Please ensure that two copies of the plan are provided.**

If your application is not under the fast track procedure, you will require to give appropriate notice. I have attached copies of the style notices for your convenience. Please note that these should not be returned with your application form. Please ensure that you complete and return the attached certificate of compliance to confirm that notice has been given, if appropriate.

There is a significant amount of legislation governing Premises Licences under the Gambling Act 2005 and accordingly I would suggest that you consider taking independent legal advice regarding your application, if you have not already done so.

Completed application forms to be returned to: **Clerk to the Licensing Board, Civic Centre, Windmillhill Street, Motherwell, ML1 1AB**. Cheques to be made payable to: North Lanarkshire Council. Please note there are no cash collection facilities at the Civic Centre office. If you require further assistance please contact Mrs. Worton on 01698 302459 or by e-mail wortonj@northlan.gov.uk.

Application for a premises licence under the Gambling Act 2005 (transitional conversion application)

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant question.) You may wish to keep a copy of the completed form for your records.

Transitional conversion applications in respect of vessels should be made on the relevant form for that type of premises.

Part 1 - Type of premises licence applied for

- Converted Casino Bingo Adult Gaming Centre
- Family Entertainment Centre Betting (Track) Betting (Other)
- Tick this box if you want the application dealt with under the fast track procedure

Part 2 - Applicant Details

If you are an individual, please fill in Section A. If the application is being made on behalf of an organisation (such as a company or partnership), please fill in Section B.

Section A Individual applicant

1. Title: Mr Mrs Miss Ms Dr Other (please specify)

2. Surname: _____ Other name(s): _____
[Use the names given in the applicant's operating licence or, if the applicant does not hold an operating licence, as given in any application for an operating licence]

3. Applicant's address (home or business – *[delete as appropriate]*):

Postcode:

4(a) The number of the applicant's operating licence (as set out in the operating licence):

4(b) If the applicant does not hold an operating licence but is in the process of applying for one, give the date on which the application was made:

5. Tick the box if the application is being made by more than one person
[Where there are further applicants, the information required in questions 1 to 4 should be included on additional sheets attached to this form, and those sheets should be clearly marked "Details of further applicants".]

Section B
Application on behalf of an organisation

6. Name of applicant business or organisation:

[Use the names given in the applicant's operating licence or, if the applicant does not hold an operating licence, as given in any application for an operating licence]

7. The applicant's registered or principal address:

Postcode:

- 8(a) The number of the applicant's operating licence (as given in the operating licence):

- 8(b) If the applicant does not hold an operating licence but is in the process of applying for one, give the date on which the application was made:

9. Tick the box if the application is being made by more than one organisation.
[Where there are further applicants, the information required in questions 6 to 8 should be included on additional sheets attached to this form, and those sheets should be clearly marked "Details of further applicants".]

Part 3 - Premises Details

10. Proposed trading name to be used at the premises (if known):

11. Address of the premises (or, if none, give a description of the premises and their location):

Postcode:

12. Telephone number at premises (if known):

- 13(a) Will the premises which are the subject of the application occupy the whole of the building in which they are located, or only part of it? If the premises are not a building or part of a building, please described the nature of the premises.
- 13(b) If the premises will occupy only part of a building, please described the nature of the building and the part of it in which the premises will be located. The information given should include a description of the building itself (whether it is primarily a shopping mall, residential, office space etc.), whether it is multi-level or multi-units on one level; and in which units or on which floor the gambling premises will be located.
- 14(a) Are the premises situated in more than one licensing authority area?
Yes/NO *[delete as appropriate]*
- 14(b) If the answer to question 14(a) is yes, please give the names of all the licensing authorities within whose area the premises are partly located, **other than the licensing authority to which this application is made.**
- 15(a) Give details of the existing gambling licence or permit held by the applicant(s) with respect to the premises:
- 15(b) Where no existing licence or permit is held, give details of the application which is being made for the grant or transfer of such a licence or permit to the applicant(s). Please specify the authority to which the application is being made.

Part 4 - Times of operation

16(a) Do you want the licensing authority to exclude a default condition so that the premises may be used for longer periods than would otherwise be the case? Yes/No *[delete as appropriate]*
*[Where the relevant kind of premises licence is not subject to any default conditions, the answer to this question will be no. **In all cases the answer to this question will be no, if you have indicated on the first page of the form that you want the application to be treated as a fast track application]***

16(b) If the answer to question 16(a) is yes, please complete the table below to indicate the times when you want the premises to be available for use under the premises licence.

| | Start | Finish | Details of any seasonal variation |
|-------|-------|--------|-----------------------------------|
| Mon | hh:mm | hh:mm | |
| Tue | | | |
| Wed | | | |
| Thurs | | | |
| Fri | | | |
| Sat | | | |
| Sun | | | |

17. If you wish to apply for a premises licence with a condition restricting gambling to specific periods in a year, please state the periods below using calendar dates:

Part 5 - Miscellaneous

18(a) Do you hold any other premises licences that have been issued by this licensing authority, or are you applying for any such licences? Yes/No *[delete as appropriate]*

18(b) If the answer to question 18(a) is yes, please provide full details:

19. Please set out any other matters which you consider to be relevant to your application:

Part 6 – Declarations and Checklist (please tick)

I/We confirm that, to the best of my/our knowledge, the information contained in this application is true. I/We understand that it is an offence under section 342 of the Gambling Act 2005 to give information which is false or misleading in, or in relation to, this application.

I/We confirm that the application(s) have the right to occupy the premises.

Checklist:

- Payment of the appropriate fee has been made/is enclosed
- A plan of the premises is enclosed
- A copy of the applicant’s existing gambling licence or permit relating to the premises is enclosed; or where none exists, a copy of the application which is being made in respect of the premises is enclosed
- I/we understand that if the above requirements are not complied with the application may be rejected
- I/we understand that, if it is not a fast track application, it is now necessary to advertise the application and give the appropriate notice to the responsible authorities

Part 7 - Signatures

20. Signature of applicant or applicant’s solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity.

Signature:.....

Print Name:

Date: (dd/mm/yyyy) Capacity:.....

21. For joint applications, signature of 2nd applicant, or 2nd applicant’s solicitor or other authorised agent. If signing on behalf of the applicant, please state in what capacity:

Signature:.....

Print Name:

Date: (dd/mm/yyyy) Capacity:.....

[Where there are more than two applicants, please use an additional sheet clearly marked “Signature(s) of further applicant(s)”. The sheet should include all the information requested in paragraphs 20 and 21].

[Where the application is to be submitted in an electronic form, the signature should be generated electronically and should be a copy of the person’s written signature.]

Part 8 - Contact Details

22(a) Please give the name of a person who can be contacted about the application:

22(b) Please give one or more telephone numbers at which the person identified in question 22(a) can be contacted:

19. Postal address for correspondence associated with this application:

Postcode:

24. If you are happy for correspondence in relation to your application to be sent via e-mail, please give the e-mail address to which you would like correspondence to be sent:

Form of Notice of Application

PART 1

Application for a premises licence: form of notice to be given to the responsible authorities

Two forms are specified for the purposes of this Part. Form A is to be used where there is only one applicant. Form B is to be used where there are two or more applicants.

Form A

NOTICE OF APPLICATION FOR A PREMISES LICENCE

This notice is issued in accordance with regulations made under section 160 of the Gambling Act 2005

Notice is hereby given that:

.....
[Give the full name of the applicant as set out in Part 2 of the application for a premises licence]

of the following address:

.....

.....

..... Postcode

[Give the full address of the applicant as set out in Part 2 of the application for a premises licence]

the number of whose operating licence is

who applied for an operating licence on

[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]

has made an application for a premises licence.
[Insert here the kind of premises licence being applied for]

The application relates to the following premises:

.....

.....

.....

.....

.....

.....

[Give the trading name to be used at the premises, and the address of the premises (or, if none, give a description of the premises and their location.)]

The application for a premises licence has been made to the following licensing authority:

.....

.....

.....

..... Postcode

Website:

[Insert name of the licensing authority and the address of its principal office, followed by the address of its website.]

Information about the application is available from the licensing authority, including the arrangements for viewing the details of the application.

The following person connected with the applicant is able to give further information about the application:

.....

[This entry is optional and is to be included if the applicant wishes to provide the name, telephone number and (if available) e-mail address of a person connected with the applicant who is able to answer questions and provide further information about the application.]

Any representations under section 161 of the Gambling Act 2005 must be made no later than the following date

.....

[Please insert last day on which representations may be made in relation to the application. The period for making representations is 28 days (inclusive) starting with the day on which the application for the premises licence was made to the licensing authority.]

NOTICE OF APPLICATION FOR A PREMISES LICENCE

This notice is issued in accordance with regulations made under section 160 of the Gambling Act 2005

Notice is hereby given that the persons or organisations whose details are given in the Schedule to this notice have made an:

application for a premises licence
[Insert here the kind of premises licence being applied for]

The application relates to the following premises:

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

[Give the trading name to be used at the premises, and the address of the premises (or, if none, give a description of the premises and their location).]

The application for a premises licence has been made to the following licensing authority:

.....
.....
.....
..... Postcode

Website:
[Insert name of the licensing authority and the address of its principal office, followed by the address of its website]

Information about the application is available from the licensing authority, including the arrangements for viewing the details of the application.

The following person connected with the applicant is able to give further information about the application:

.....
[This entry is optional and is to be included if the applicant wishes to provide the name, telephone number and (if available) e-mail address of a person connected with the applicant who is able to answer questions and provide further information about the application.]

Any representations under section 161 of the Gambling Act 2005 must be made no later than the following date:

.....
[Please insert last day on which representations may be made in relation to the application. The period for making representations is 28 days (inclusive) starting with the day on which the application for the premises licence was made to the licensing authority.]

SCHEDULE OF APPLICANTS

The persons or organisations making the application are as follows:

Name of 1st Applicant:

.....
.....

..... Postcode

[Give the full address of the applicant as set out in Part 2 of the application for a premises licence]

The number of the operating licence held by 1st Applicant is:/

The 1st Applicant applied for an operating licence on

[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]

Name of 2nd Applicant:

[Give the full name of the applicant as set out in Part 2 of the application for a premises licence]

Address of 2nd Applicant:

.....
.....

..... Postcode

[Give the full address of the applicant as set out in Part 2 of the application for a premises licence]

The number of operating licence held by 2nd Applicant is:

The 2nd Applicant applied for an operating licence on:

[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]

[Where there are more than two applicants, also give the same information for the other applicants.]

PART 2

Application for a premises licence: form of notice to be published

**NOTICE OF APPLICATION FOR A PREMISES LICENCE
UNDER THE GAMBLING ACT 2005**

Notice is hereby given that:

.....
[Give the full name of the applicant(s)]

of the following address:

.....
.....
.....
is/are applying for a premises licence under section 159 of the Gambling Act 2005. [Insert kind of premises licence being applied for]

The application relates to the following premises:

.....
.....
.....
[Give the trading name to be used at the premises, and the address of the premises (or, if none, give a description of the premises and their location)]

The application has been made to:
[Specify the name of the licensing authority to which the application has been made.]

Information about the application is available from the licensing authority, including the arrangements for viewing the details of the application.

Any of the following persons may make representations in writing to the licensing authority about the application:

- A person who lives sufficiently close to the premises to be likely to be affected by the authorised activities.
- A person who has business interests that might be affected by the authorised activities.
- A person who represents someone in any of the above two categories

Any representations must be made by the following date:

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.

GAMBLING ACT 2005

FEE SCHEDULE

Bingo Premises

| | |
|---|-------|
| Conversion application fee (non-fast track application) | £1200 |
| Conversion application fee (fast-track application) | £250 |
| Standard premises application fee (non-conversion) | £2450 |
| Standard provisional statement application fee (non-conversion) | £2450 |
| Upgrade provisional statement to premises application fee | £840 |
| Annual Fee | £700 |
| First annual fee following non-conversion application | £525 |
| Variation of licence application fee | £1200 |
| Transfer of licence application fee | £840 |
| Re-instatement of licence application fee | £840 |

Adult Gaming Centre Premises

| | |
|---|-------|
| Conversion application fee (non-fast track application) | £700 |
| Conversion application fee (fast-track application) | £250 |
| Standard premises application fee (non-conversion) | £1400 |
| Standard provisional statement application fee (non-conversion) | £1400 |
| Upgrade provisional statement to premises application fee | £840 |
| Annual Fee | £700 |
| First annual fee following non-conversion application | £525 |
| Variation of licence application fee | £700 |
| Transfer of licence application fee | £840 |
| Re-instatement of licence application fee | £840 |

Betting Premises (track)

| | |
|---|-------|
| Conversion application fee (non-fast track application) | £870 |
| Conversion application fee (fast-track application) | £250 |
| Standard premises application fee (non-conversion) | £1750 |
| Standard provisional statement application fee (non-conversion) | £1750 |
| Upgrade provisional statement to premises application fee | £660 |
| Annual Fee | £1000 |
| First annual fee following non-conversion application | £750 |
| Variation of licence application fee | £870 |
| Transfer of licence application fee | £660 |
| Re-instatement of licence application fee | £660 |

Family Entertainment Centre Premises

| | |
|---|--------------|
| Conversion application fee (non-fast track application) | £700 |
| Conversion application fee (fast-track application) | £250 |
| Standard premises application fee (non-conversion) | £1400 |
| Standard provisional statement application fee (non-conversion) | £1400 |
| Upgrade provisional statement to premises application fee | £660 |
| Annual Fee | £500 |
| First annual fee following non-conversion application | £375 |
| Variation of licence application fee | £700 |
| Transfer of licence application fee | £660 |
| Re-instatement of licence application fee | £660 |

Betting Premises (other)

| | |
|---|--------------|
| Conversion application fee (non-fast track application) | £1050 |
| Conversion application fee (fast-track application) | £250 |
| Standard premises application fee (non-conversion) | £2100 |
| Standard provisional statement application fee (non-conversion) | £2100 |
| Upgrade provisional statement to premises application fee | £840 |
| Annual Fee | £400 |
| First annual fee following non-conversion application | £300 |
| Variation of licence application fee | £1050 |
| Transfer of licence application fee | £840 |
| Re-instatement of licence application fee | £840 |

GAMBLING ACT 2005

NORTH LANARKSHIRE LICENSING BOARD

CERTIFICATE AND UNDERTAKING AS TO COMPLIANCE

I, **(a)**

do hereby confirm that on the **(b)**

I forwarded Notice, in the appropriate terms, of my application for a premises licence in respect of premises at **(c)**

to:-

- (1) The Gambling Commission, Victoria Square House, Victoria Square, Birmingham B2 4PB;
- (2) The Chief Constable, Strathclyde Police, North Lanarkshire Divisional HQ, 217 Windmillhill Street, Motherwell, ML1 1RZ;
- (3) Chief Officer, Strathclyde Fire & Rescue, North Lanarkshire Area Headquarters, 389 Windmillhill Street, Motherwell, ML1 2UG;
- (4) Chief Executive, North Lanarkshire Council, PO Box 14, Civic Centre, Motherwell, ML1 1TW;
- (5) Executive Director of Environmental Services, Head of Planning & Development, Fleming House, 2 Tryst Road, Cumbernauld, G67 1JW;
- (6) Executive Director of Environmental Services, Head of Protective Services, Fleming House, 2 Tryst Road, Cumbernauld, G67 1JW;
- (7) North Lanarkshire Child Protection Committee, Housing & Social Work Services, Scott House, 73-77 Merry Street, Motherwell, ML1 1JR;
- (8) HM Revenue & Customs, National Registration Unit, 21 India Street, Glasgow, G2 4PZ;
- (9) Any other relevant authority, namely **(d)**

I confirm that a Notice, in the appropriate terms, is being displayed at the premises, said notice having been displayed on **(e)**

I confirm that a Notice, in the appropriate terms, has been published in a local newspaper circulating in the area published on **(f)** and a copy of said newspaper is enclosed herewith.

Date:

Signature of Applicant/Agent:

Name and Address of Agent (if any):

.....

.....

- (a)** Name and address of Applicant
- (b)** Date of Notice to responsible authorities
- (c)** Address of Premises
- (d)** Name and address of any other responsible authority whom notice of application should be served
- (e)** Date when notice was displayed
- (f)** Date of newspaper publication