

**APPLICATION FOR THE CONVERSION OR NEW GRANT / CHANGE OF NAME OF AN
UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMIT
(FOR USE BY OCCUPIERS / PROPOSED OCCUPIERS OF PREMISES INTENDED TO BE USED BY
THE APPLICANT AS UNLICENSED FAMILY ENTERTAINMENT CENTRES). SCHEDULE 10 of THE
GAMBLING ACT 2005**

Please refer to guidance notes at the back of this form before completing

To: London Borough of Barnet
Assurance & Public Protection
Licensing Team
2 Bristol Avenue
Colindale
NW9 4EW



SECTION A – What do you want to do?

1. Please indicate what you would like to do:

- | | |
|---|--------------------------|
| a) Apply to convert an existing Section 34 permit issued under the Gaming Act 1968, into an unlicensed family entertainment centre gaming machine permit
<i>(if you choose this option then please complete sections B, D and E)</i> | <input type="checkbox"/> |
| b) Apply for a new unlicensed family entertainment centre gaming machine permit
<i>(if you choose this option then please complete sections B, D and E)</i> | <input type="checkbox"/> |
| c) Request that the licensing authority changes the name 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 E)</i> | <input type="checkbox"/> |

SECTION B – Application for grant (includes both new and conversion applications)

2. Do you have an existing Section 34 permit issued under the Gaming Act 1968?	Yes / No
If 'yes' the permit should be enclosed.*	<input type="checkbox"/>

Existing Section 34 permit enclosed

* Please keep a copy of your existing permit on the premises to which it relates

3. 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)	Yes / No
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SECTION C – Change of name

4. What is the full name of the permit holder on the existing permit?.....
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5. What is the reference (e.g. number) of the existing permit?.....
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6. By what name is the permit holder now known?.....
.....

7. Why is this change of name being requested? (see guidance note9).....
.....
.....

8. Existing unlicensed family entertainment centre gaming machine permit enclosed Yes / No

If no please give your reasons why not:

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.....

SECTION D – General Information

9. Name of premises.....

10. Full postal address of premises.....
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11. Telephone number of premises.....

12. Name of applicant

13. Date and place of Birth (Where application is made by individual(s) only).....

14. Full postal address of applicant

.....

15. Telephone number (daytime) of applicant

16. E-mail address of applicant

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

.....
.....

18. Proposed commencement date of Permit.....

(leave blank if permit is to commence on date of issue)

.....

SECTION E – Checklist, Declaration, Fee and Signature(s)

<p>I confirm that, to the best of my knowledge, the information contained in this application is true. I 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.</p>	<input type="checkbox"/>
<p>I confirm that *I/the applicant* occupy/occupies or propose(s) to occupy the premises to which this application relates and proposes to use the premises as an unlicensed family entertainment centre.</p>	<input type="checkbox"/>
<p>I confirm that *I am/the applicant* is aware that the permit applied for authorises the provision of Category D gaming machines only.</p>	<input type="checkbox"/>
<p>I confirm that *I have/the applicant has* a full understanding of the maximum stakes and prizes that are permissible under the authority of the permit applied for.</p>	<input type="checkbox"/>
<p>*I/the applicant* confirm(s) that all staff employed on the premises have received/will receive training to have a full understanding of the maximum stakes and prizes that are permissible under the authority of the permit applied for</p>	<input type="checkbox"/>
<p>I confirm that *I have/the applicant has* no relevant convictions as set out in Schedule 7 of the Act.</p>	<input type="checkbox"/>
<p>I confirm that a plan of the premises is enclosed (see Guidance note 10)</p>	<input type="checkbox"/>

If any individual(s) is/are specifically employed to supervise the area of the premises to which this application relates an enhanced Criminal Record Board Disclosure for each individual must accompany this application.

Please give a description of the premise and surrounding area (please see note 11):

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.....

I enclose the appropriate fee £.....(see Guidance note 4) (cheques made payable to London Borough of Barnet)

Dated

Signed (by or on behalf of applicant / permit holder).....

Print Name.....

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.

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. **This form can be used for both new applications and for applications to convert an existing Section 34 permit** under the Gaming Act 1968 in accordance with the Gambling Act 2005 Statutory Instrument 2006 / 3272.
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 Gambling Act 2005. 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 the **conversion** of an existing Section 34 Gaming Act 1968 permit is **£100**. The **fee** for a **change of name** is **£25**.
5. Applicants should be aware that this Licensing Authority has published a Gambling Licensing Policy under the Gambling Act 2005. The Gambling Licensing Policy 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 Council has considered Schedule 10(7) of Gambling Act 2005 and has not determined specific principles over and above the general principles in its Gambling Licensing Policy in connection with these permits.
7. 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.
8. If an application has been made to convert an existing Section 34 Gaming Act 1968 permit before 30th July 2007, then the applicant can assume that, even where a decision has not been formally made by this licensing authority, his/her application is to be treated as granted from September 2007. Following this, a permit must be provided by this authority as soon as reasonably practicable.
9. 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)).
10. **A plan is required for new permit applications only**. The plan must be to scale and submitted of a size no greater than A3 and must show:
 - a. 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 wall of the building which are included in the premises
 - d. 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.

e. The location and extent of any part of the premises in which category D gaming machines will be made available for use.

11. **A description of the premises and surrounding area is required for new permit applications only.** A description to include the premises its environs and the part(s)of the premises to which the permit is intended to apply. An example would be “A detached building in a mixed residential / business use area located on a main road. The permit applied for would cover the ground floor only of the premises ”