

GAMBLING ACT 2005 - PREMISES LICENCE
Grant / Variation / Transfer / Reinstatement
APPLICATION GUIDANCE NOTES

1. What is a Gambling Act Premises Licence?

A Premises Licence, issued under the Gambling Act 2005 (the “Act”), 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 (enabling Category B gaming machines to be made available for use at the premises)
- Family Entertainment Centre Premises Licence (enabling Category C gaming machines to be made available for use at the premises)
- Betting Premises Licence (enabling the provision of facilities for betting, by making or accepting bets or by acting as betting intermediary)

Only one premises licence may be issued for any particular premises at any time, although the licence may authorise more than one type of gambling. Tracks have an exemption to this rule, as they may be subject to more than one premises licence, as long as the licence applies to a specific area of the track.

A premises licence, once issued, will be of unlimited duration unless and until it ceases to have effect in accordance with a provision of Part 8 of the Act (for example, the licence is revoked by the licensing authority, is surrendered by the holder or lapses due to death or bankruptcy).

2. 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 are 18 years of age or over,
- Have the right to occupy the premises; and
- Who hold, or have applied for, an Operating Licence issued by the Gambling Commission authorising the proposed activities.

Track owners who wish to offer betting facilities themselves, rather than through an on course betting operator must apply for an Operators Licence.

3. Giving Notice

Applicants are also required to publish notice of their application and to notify the responsible authorities and other persons (interested parties) of their application. This process enables representations to be made and considered by the licensing authority. Notice must be given using the notice forms prescribed by regulations.

4. What do I have to produce in making an application / what notice provisions do I have to comply with?

GRANT APPLICATION

Documents to produce

- i) the appropriate prescribed application form;
- ii) the appropriate fee for the application that is being made;
- iii) a plan of the premises (see **5.** for details)

Serve Full application on:

The Licensing Authority
Trading Standards & Licensing
Peterborough City Council
Town Bridge
Peterborough
PE1 1HU

Tel: 01733 747474

Fax: 01733 453547

Serve Notice on:

The Notice of application must be served on all Responsible Authorities **within 7 days** of the application being made to the licensing authority.

1. The Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP

Tel: 0121 230 6500

Fax: 0121 233 1096

Email: info@gamblingcommission.gov.uk

2. H M Revenue & Customs
National Registration Unit (Betting & Gaming)
Portcullis House
21 India Street
Glasgow
G2 4PZ

Tel: 0141 555 3633

E-mail: nrubetting&gaming@hmrc.gsi.gov.uk

3. Licensing Department
Cambridgeshire Constabulary North Division
Bridge Street
Peterborough
PE1 1EH

Tel: 01733 424462 / 424449

4. Cambridgeshire Fire & Rescue Service
Peterborough District
Dogsthorpe Fire Station
Dogsthorpe Road
Peterborough
PE1 3RE

Tel: 01733 353222 / 353226

5. Pollution Control team
Peterborough City Council
Bridge House
Town Bridge
Peterborough
PE1 1HU

Tel: 01733 453571

6. Planning Services
Peterborough City Council
Bridge House
Town Bridge
Peterborough
PE1 1HB

Tel: 01733 453427

7. Child Protection & Review Manager
Children's Services – Social Care
Floor 2, Bayard Place
Broadway
Peterborough
PE1 1FB

Tel: 01733 746020

The prescribed form of Notice (which must be used) for the notification to the Responsible Authorities can be downloaded from Peterborough City Council's website at: www.peterborough.gov.uk.

Public Notices:

You must also publish notice of your application:

- (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 the licensing authority; 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; and

- (ii) for a period of no less than 28 consecutive days **starting on the day** on which the application is made to the licensing authority

The prescribed form for Public Notice (which must be used) can also be downloaded from Peterborough City Council website as above.

VARIATION APPLICATION

Documents to produce

- i) the appropriate prescribed application form;
- ii) the appropriate fee for the application that is being made;
- iii) a plan of the premises (see **5.** for details) to include any variations being carried out; and
- iv) a statement of the variation sought.

Serve Full application on:

As per Grant application (see above)

Serve Notice on:

As per Grant application (see above)

Public Notice:

As per Grant application (see above)

TRANSFER APPLICATION

- i) the appropriate prescribed application form;
- ii) the appropriate fee for the application that is being made;

Serve Full application on:

As per Grant application (see above)

Serve Notice on:

1. The Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP

Tel: 0121 230 6500
Fax: 0121 233 1096
Email: info@gamblingcommission.gov.uk
2. H M Revenue & Customs
National Registration Unit (Betting & Gaming)
Portcullis House
21 India Street
Glasgow
G2 4PZ

Tel: 0141 555 3633
E-mail: nrubetting&gaming@hmrc.gsi.gov.uk

3. Licensing Department
Cambridgeshire Constabulary North Division
Bridge Street
Peterborough
PE1 1EH

Tel: 01733 424462 / 424449

4. Child Protection & Review Manager
Children's Services – Social Care
Floor 2, Bayard Place
Broadway
Peterborough
PE1 1FB

Tel: 01733 746020

The prescribed form of Notice (which must be used) for the notification to the Responsible Authorities can be downloaded from Peterborough City Council's website as above.

Public Notice:

None

REINSTATEMENT APPLICATION

Documents to produce

- i) the appropriate prescribed application form;
- ii) the appropriate fee for the application that is being made

Serve Full application on:

As per Grant application (see above)

Serve Notice on:

As per **Transfer** application (see above)

Public Notice:

None

5. What do the plans have to show?

All plans 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 with the below activities also have to show the following 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 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 and 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.

6. When do I need to pay my annual fee?

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) The relevant period, or
- (b) 12 months, after the issue date, whichever is sooner.

“the relevant period”, in relation to a licence, means the period which is equal to the sum of:

- (i) the period between the issue date and the effective date, and*
- (ii) 30 days.*

The above paragraph's provisions do not apply to a premises licence issued before 1st September 2007.

7. 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 the licence 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 Mandatory Condition attached to a premises licence that the Summary of the terms and conditions of the premises licence shall be displayed in a prominent place within the premises.