



FOR OFFICE USE ONLY
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Application for a premises licence under the Gambling Act 2005

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

When completing this form please refer to the guidance notes in Part 7. If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Part 1 – Type of premises licence applied for

Regional Casino Large Casino Small Casino
 Bingo Adult Gaming Centre Family Entertainment Centre
 Betting (in respect of premises other than a track) Betting (track)
 Do you hold a provisional statement in respect of these premises? Y N

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):
(as on operating licence/application) (as on operating licence/application)
3. Address (home or business – please specify):
.....
..... Postcode:
4. Telephone number : Evening: Daytime:
5. E-mail address:
6. Operating licence number (or, if unknown, application number):
7. Date of Birth (dd/mm/yyyy)

Section B

Application on behalf of an organisation

8. Type of organisation:

limited company partnership unincorporated association

Other (please specify)

9. Name of applicant business/organisation

10. Registered address:

.....

..... Postcode:

11. Company registration number (if applicable).....

12. Company operating licence number (or, if unknown, application number):

13. Please state your position in the company:

14. Please give your date of birth (dd/mm/yyyy) :.....

I confirm that I am authorised to make this application on behalf of the organisation
(please tick)

Part 3 – Premises Details

If your application is in respect of premises other than a vessel, please fill in section A.

If your application is in respect of a vessel, please fill in section B.

Section A

Premises other than a vessel

15. Proposed trading name for premises:

16. Address (or, if none, ordinance survey map reference and description):

.....

..... Postcode:

17. Telephone number at premises (if known):

18. Brief description of the layout and location of the premises. (Please refer to note 1 at the end of this form for details of what should be included here. Continue on a separate page if necessary):

.....

.....

.....

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.....

19(a) Does the premises lie within more than one licensing authority area?:

19(b) If the answer to 18(a) is yes, please give details of all the licensing authorities within whose area the premises are partly located, **other than the licensing authority to which this application is made:**

.....

**Section B
Vessels**

20. Name of vessel to be licensed:
(see note 2)

21. Country in which vessel is registered:

22(a) Place at which vessel is situated or moored for the purpose of making this application (see note 3):.....

.....

22(b) Please confirm by ticking the relevant box whether the place stated in question 22(a) is:

- (i) a fixed place in or on water at which the vessel is situated; or
- (ii) a place at which the vessel is permanently moored; or
- (iii) a place at which the vessel is habitually moored; or
- (iv) in any other case, a place at which the vessel is moored or is likely to be moored or a place in the United Kingdom nearest to any place at which a vessel is, or is likely to be while activities are carried on in the vessel in reliance on the premises licence.

23. If you have ticked boxes (iii) or (iv) in your answer to question 22(b), please indicate the number of days or months in a year when you expect the vessel to be moored at the place stated in question 22(a) (see note 4):

.....

24. Brief description of the layout of the vessel and the location stated in question 20(a) at which it is situated or moored. (See note 1. Continue on a separate page if necessary):

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

Part 4 – Other details about the business

25(a). Proposed gambling hours:
 (if less than 24 hours, please use table below to give start time and finish time. In the case of a bingo licence, please give proposed gaming hours, other than on a gaming machine. See note 5)

Day	Start	Finish	Details of any seasonal variation
Mon			
Tues			
Wed			
Thurs			
Fri			
Sat			
Sun			

25(b). Proposed opening hours (if different)
 (if less than 24 hours, please use table below to give opening and closing times)

Day	Opening	Closing	Details of any seasonal variation
Mon			
Tues			
Wed			
Thurs			
Fri			
Sat			
Sun			

26. Proposals for the supervision of gaming machines in Bingo premises or Family Entertainment Centres (see note 6)

.....

27. Proposals for the supervision of bet receipt terminals on tracks (see note 7)

.....

28. In respect of track premises licences only, the days on which the public will be admitted to the premises for the purpose of attending sporting events:

.....

Part 5 – Miscellaneous

29. Proposed commencement date of licence (unless this is as soon as the licence is granted):

...../...../.....(dd/mm/yyyy)

30. Contact name (where none of the names given above (see note 8):

.....

31(a) Address for correspondence (where none of the addresses given above):

.....

..... Postcode:

31(b) 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:

.....

32(a) **Except in relation to tracks**, are you aware of any existing premises licence that have effect in relation to the premises?(Yes/No)

32(b) **In relation to tracks**, is this an application in relation to premises that are already subject to a premises licence? (see note 9)(Yes/No)

32(c) Are you aware of any existing permits that have effect in relation to the premises?(Yes/No)

33. Do you hold any other premises licences that have been issued by this licensing authority?(Yes/No)

34. Have you ever had a premises licence application rejected or a premises licence revoked?(Yes/No)

35. If the answers to any of questions 32 – 34, above, are yes, please provide full details:

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

Part 6 – Declaration, Signatures and Checklist

I confirm that, to the best of my knowledge, the information contained in this application is true. I understand that it is an offence, liable on conviction to imprisonment for a term not exceeding 51 weeks; a fine up to level 5 on the standard scale; or both, to give information which is false or misleading in, or in relation to, this application.

I confirm that I have right to occupy the premises

I confirm that I am aware of the mandatory conditions that will apply to this premises licence, should it be granted, and that my premises will be operated in accordance with those mandatory conditions, as well as any default or individual conditions that may also apply to this licence.

If your licence application is in respect of a vessel:
I confirm that I anticipate that the vessel will be situated or moored at location I have stated in question 22(a) for a greater period of time than it will be situated or moored at any other location within the United Kingdom.

For provisional statement holders only:
I confirm that I have constructed/alterd the premises in accordance with my application for a provisional statement.

36. Signature of applicant or applicant’s solicitor or other duly authorised agent (see note 10). If signing on behalf of an applicant, please state capacity:

Signature:

Print Name:

Date: Capacity:

37. Checklist:

- I have made/enclosed payment of the correct fee
- I have enclosed a plan of the premises marked up accordingly
- I understand that if I do not comply with the above requirements, my application may be rejected
- I understand that I must now advertise this application and give correct notice to responsible authorities

If you hold a provisional statement in respect of the premises:

I have enclosed the notice of grant of my provisional statement

Part 7 – Guidance notes

1. The description of the premises must include the following information:

- Where the premises are a building, or part of a building (this is likely to exclude tracks and vessels): whether the whole building is subject to the premises licence, or only part of it (with a description of the uses to which the rest of the building is put); the nature of the building (e.g. whether it is detached, multi-level, part of a shopping centre or service station etc).
- Where the premises are a vessel: whether the premises licence will extend to the entire vessel, or only part of it (with a description of the uses to which the rest of the vessel will be put); the nature of the vessel (size, capacity, type of vessel etc).
- The nature of the area in which the premises are located, or in the case of a vessel, the nature of the area in which the vessel is situated or moored for the purposes of this application (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. In the case of vessels, it means the nature of vessels that are or are likely to be, moored next to the vessel in respect of which the application is made, and/or the nature of and premises directly adjacent to the place where the vessel is moored or situated.
- The nature of the street on which any entrance or exit to the premises is located. This information should describe whether the street is pedestrianised, is a main road, a cul-de-sac, a side road etc. This information is not required for vessels.
- Access to the premises – in particular give details of any direct access that will be permitted from other types of premises with details of the nature of that other type of premises. This information is required for vessels.
- Whether the premises have already been constructed and are ready for occupation/operation as gambling premises. If the answer to this is “no”, please give details of the nature of the work still to be done to the premises before it will be suitable for occupation/operation. This information is required for vessels.
- The current use of the premises. This information is required for vessels.

2. The name of the vessel is the name with which it is registered with the relevant maritime authority. For the purposes of this application form, any subsequent reference to a ‘premises’ is a reference to the vessel in respect of which the application is made, not the place at which it is situated or moored.

3. The place stated in answer to this question must be one of the following:

- a fixed place in or on water at which the vessel is situated;
- a place at which the vessel is permanently moored;
- a place at which the vessel is habitually moored;
- in any other case, a place at which the vessel is moored or is likely to be moored, or a place in the United Kingdom nearest to any place at which a vessel is, or is likely to be while activities are carried on in the vessel in reliance on the premises licence.

You will be asked to confirm which one of these applies in question 20(b).

4. This information is needed to ensure that the application has been made to the correct authority. The application should be made to the authority in whose area it is anticipated that the vessel will be situated or moored for the greatest proportion of time. You will be asked to confirm that you have specified this place at the end of the form.

5. If using the table, please use the 24 hour clock. Only gives times in respect of those days when the premises will be open. Please note that just because you have applied for these hours, they will not necessarily be the hours permitted under your licence (unless they were the hours set out on a provisional statement). You will be bound to the hours set out on your premises licence.

6. If your application is in respect of a Bingo premises to which children or young persons will have access, or a Family Entertainment Centre, you must enter details here of how the over 18 area within the premises will be supervised. The details given must include the location of any desk or position from which the area in which gaming machines of Category C (in Bingo premises and FEC's), or Category B (in Bingo premises) are, or may be, sited will be supervised. Note that it is a mandatory condition that these areas are supervised and you are advised to familiarise yourself with the mandatory supervision requirements before filling in this section. If your application is in respect of any other types of premises, you may write 'not applicable' here.

7. If your application is for a betting premises licence in respect of a track, please give details of how bet receipt terminals on the premises will be supervised at any time during which children or young persons have access to the premises. Note that it is a mandatory condition that bet receipt terminals are supervised and you are advised to familiarise yourself with the mandatory supervision requirements before filling in this section. If your application is in respect of any other types of premises, you may write 'not applicable' here.

8. If a name and address is given here, it will be the one used in all correspondence. Otherwise it will be the name and address given in part 2 of the application.

9. If this is an application in relation to a track, and there is already a premises licence which has effect in relation to that track ('the main premises licence'), this premises licence application must be accompanied by an application under section 187 to vary the main premises licence so that the main premises licence will not have effect in relation to the area covered by this premises licence application.

10. The applicant's agent may sign the form if they have actual authority to do so. Electronic signatures may be used.