

Gambling Act 2005

Notification of 2 or Less Gaming Machines or Application for Alcohol Licensed Gaming Machine Permit (i.e. for 3 or more machines)

NEW / VARIATION / TRANSFER

(FOR USE BY PREMISES LICENSED TO SUPPLY ALCOHOL FOR CONSUMPTION ON THE PREMISES)

(Please refer to guidance notes on page 4 of this form before completing)

Once completed, send your application to the following:-

- Environmental Health – Licensing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX

SECTION A – What do you want to do?

1. Please indicate what you would like to do

please tick ✓ as appropriate

(a)	Notify licensing authority that you intend to provide up to a maximum total of 2 gaming machines category C and / or D <i>(if you choose this option then please complete sections D and E)</i>	<input type="checkbox"/>
(b)	Apply for a new licensed premises gaming machine permit <i>((if you choose this option then please complete sections B, D and E)</i>	<input type="checkbox"/>
(c)	Apply to vary an existing licensed premises gaming machine permit <i>(if you choose this option then please complete sections B, D and E)</i>	<input type="checkbox"/>
(d)	Apply to transfer an existing licensed premises gaming machine permit <i>(if you choose this option then please complete sections C, D and E)</i>	<input type="checkbox"/>

SECTION B – Application for grant (includes **new** and **variation** applications)

2. How many gaming machines are you currently authorised to provide or if this is a new or variation application, how many do you wish to provide? (Please complete the boxes in the table)

Category machine	Number currently authorised to provide	Number wish to provide (new or variation)
C		
D		
Total:		

Section C – Application for transfer of an existing permit (i.e. where a transfer has been requested for the Licensing Act 2003 premises licence)

4. Name of person requesting transfer

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5. An application to transfer the relevant Licensing Act 2003 Premises Licence has been:

Requested:	<input type="checkbox"/>	Granted	<input type="checkbox"/>
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6. Please provide your existing permit, or provide reasons stating why it cannot be provided.

Existing permit provided <input type="checkbox"/>
or
(reasons why existing permit cannot be provided):

Section D – General Information

7. Name of Premises:

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8. Address (including postcode) of premises:

Post town:	Postcode:

9. Telephone number of premises:

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10. Name of Existing Premises Licence Holder:

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11. Address (including postcode) of premises licence holder (if different from 8 above):

Post town:	Postcode:
12. Daytime telephone number of premises licence holder:	

13. Email address of premises licence holder (where available): @.....
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14. Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant:

Post town:	Postcode:
telephone number:	
Email address (where available): @.....	

15. Licensing Act 2003 Premises Licence number:	WNPL _____
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Section E – Fee and Signature(s)

I enclose a sum of (£ _____)* (cheques should be made payable to the BCKLWN.)

**(Up to 2 gaming machines the fee payable is £50. More than 2 gaming machines is £150).*

I understand that I must comply with the Gaming Machine Code of Practice for Alcohol Licensed Premise Permits and Permissions issued by the Gambling Commission. (see guidance note 8)

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.

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King’s Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King’s Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Licensing Act 2003.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council’s computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](#) page which can be

found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](#).

Signed* (Premises Licence holder(s):	
Print Name:	
Date:	

*This must be signed by the Licensing Act 2003 Premises Licence Holder(s).

Guidance notes:

1. This form is to be used for the **notification of up to 2 gaming machines** of categories C and / or D under Section 282 of the Gambling Act 2005, or for a **new application, variation or transfer** of an alcohol licensed premises gaming machine permit under the Gambling Act 2005.
2. The premises must be licensed under the Licensing Act 2003 to sell alcohol for consumption on the premises, without the requirement that alcohol is served only with food and there must be a bar for serving alcohol to customers on the premises.
3. The gaming machines must be located on these licensed premises.
4. A 'Premises Licence holder' is a person holding a Premises Licence under the Licensing Act 2003.
5. There is no statutory limit to the number of machines which may be applied for although the licensing authority has some discretion in this regard. It should also be noted that the licensing authority can cancel the permit or vary the number of machines should the premises be mainly used for making gaming machines available for use on the premises (Schedule 13 paragraph 16 Gambling Act 2005). You may therefore wish to contact the licensing authority to ask whether there is a local policy as regards applications and whether application for certain numbers of machines are decided via a hearing of local councillors.
6. The permit's duration is indefinite as it is linked to the Licensing Act 2003 Premises Licence. There is a first annual fee payable within 30 days of the grant and an annual fee payable after that before each anniversary of the date of issue of the permit. Failure to pay the annual fee may result in the cancellation of the permit. The annual fee is £50. There are no annual fees payable for 2 machines or less.
7. Sections 282 and 283, as well as SI 2007 / of the Gambling Act 2005 provide for two types of gaming machines which can be located in alcohol licensed premises. These are:
 - Category C: Maximum stake = £1 / Maximum prize = £100

- Category D: Maximum stake = 10p or 30p non-monetary / Maximum prize = £5 cash or £8 non-monetary
8. **All alcohol licensed premises which provide gaming machines for use on the premises must comply with any relevant Code of Practice issued by the Gambling Commission under Section 24 of the Gambling Act 2005.** The Gaming Machine Code of Practice for Alcohol licensed premises permits and permissions is available via the Gambling Commission's website at: <http://www.gamblingcommission.gov.uk/> Should you be unclear as to the provisions of the code of practice please contact the Gambling Commission or your local Council licensing service.
 9. This licensing authority must notify the applicant of its grant / refusal of the application for a permit as soon as is reasonable practicable after that decision to grant / refuse has been made.