



## **Gambling Act 2005 APPLICATION FORM FOR CLUB GAMING PERMIT OR CLUB MACHINE PERMIT**

(FOR USE BY APPLICANTS - MEMBERS' CLUBS, COMMERCIAL CLUBS AND MINERS' WELFARE INSTITUTES)

**If you are completing this form by hand, please write legibly in block capitals using ink.**

**To: Environmental Health - Licensing  
Borough Council of King's Lynn & West Norfolk  
King's Court  
Chapel Street  
King's Lynn  
PE30 1EX**

### **SECTION A – Type of Application**

1. Please indicate type of application by ticking one of the boxes below:

- Application for a club gaming permit**
- Application for a club machine permit**
- Application to renew a club gaming permit**
- Application to renew a club machine permit**

### **SECTION B – Existing registration under Gaming Act 1968**

*[To be completed if the applicant wishes to apply as an existing Part 2 or Part 3 operator. Do not complete if applying to renew a permit]*

#### **Part I**

2. Is this application made before 1st September 2007? Yes  No

If the answer to question 2 is 'Yes', complete questions 3 to 5, 11 and 12.

If the answer to question 2 is 'No', complete questions 6 to 12.

#### **Application made before 1st September 2007**

3. Is the applicant registered under Part 2 or Part 3 of the Gaming Act 1968? Yes  No

If the answer to question 3 is 'Yes', please indicate which type of registration:

Part 2 Registration  Part 3 Registration

4. When the registration was granted (or last renewed), was it fixed to expire on a date on or after

1st September 2007? Yes  No

5. Please indicate the date on which the registration was fixed to expire: .....

**Application made on or after 1st September 2007**

6. Did the applicant have a Part 2 or Part 3 Registration under the Gaming Act 1968 that had effect on 31st August 2007? Yes  No

7. If the answer to question 6 is 'Yes', please indicate the date on which the registration was due to expire (i.e. the date it was fixed to expire when the registration was granted or last renewed):

.....

8. If the date given in answer to question 7 is a date before 31st August 2007, was the applicant's registration renewed on or after 1st September 2007? Yes  No

Please give date of renewal.....

9. If the answer to question 6 is 'No', was the applicant first registered under Part 2 or Part 3 of the Gaming Act 1968 on or after 1st September 2007? Yes  No

Please give date of registration.....

10. If the answer to either question 6 or 9 is 'Yes', please indicate which type of registration:

Part 2 Registration  Part 3 Registration

**Part II**

11. Does this application relate to the same (or substantially the same) premises as those to which the registration relates? Yes  No

12. Is this application made before the 'relevant date'? Yes  No

*[The 'relevant date' is the date on which the registration is due to expire, except where the applicant is registered on or after 1st September 2007, in which case the 'relevant date' for a Part 2 registration is the last day of the period of one year beginning on the date on which it is registered, and for a Part 3 registration is the last day of the period of five years beginning on the date on which it is registered.]*

**The applicant may apply as an existing operator if:**

- (a) the answer to questions 3, 11 and 12 is 'Yes' and the answer to question 4 is 'No' OR**
- (b) the answer to questions 6, 8, 11 and 12 is 'Yes' OR**
- (c) the answer to questions 9, 11 and 12 is 'Yes'**

**If the applicant is applying as an existing operator:**

- **Do NOT complete SECTION C**
- **Relevant documentation must be provided – see SECTION H**
- **A different application fee is payable for an existing operator.**

**SECTION C – Fast-track Procedure**

*[This section does not apply to Scotland]*

13. Please indicate if this application is made under the fast-track procedure *[tick as appropriate]*:

Yes  No  *[to apply under the fast-track procedure, the applicant must be the holder of a club premises certificate under section 72 of the Licensing Act 2003]*

14. If the answer to question 13 is 'Yes', please complete the declaration below:  
*'I hereby certify that the applicant for a permit is the holder of a club premises certificate under section 72 of the Licensing Act 2003'*

.....*[full name]*

.....*[signature]*

Capacity.....

**If the answer to question 13 is 'Yes' relevant documentation must be provided – see SECTION H**

**SECTION D – Contact Details of the Applicant**

15. Name of applicant.....

.....

16. Address (including postcode) of premises on which the applicant operates.....

.....

.....

.....

.....

.....

*[any gaming or gaming machines authorised by a relevant permit must take place or be located on these premises]*

**SECTION E – Information about the Applicant**

**If the applicant is a miners' welfare institute, complete questions 17 to 20:**

17. Is the applicant established and conducted for social and recreational purposes?

Yes  No

18. Are the applicant's affairs managed by a group of individuals of whom at least two thirds are

miners' representatives? Yes  No

19. Does the applicant operate on premises the use of which is regulated in accordance with a charitable trust? Yes  No

20. If the answer to question 19 is 'Yes', has the charitable trust received money from any of the following:

- (a) the Miners' Welfare Fund established by section 20 of the Mining Industry Act 1920,
- (b) the former body corporate which was known as the Coal Industry Social Welfare Organisation and incorporated under the Companies Act 1948, or
- (c) the charitable trust known as the Coal Industry Social Welfare Organisation?

Yes  No

**If the applicant is a members' club or commercial club, complete questions 21 to 26**

21. Is the applicant established with the purpose of functioning only for a limited period of time?

Yes  No

22. Does the applicant have at least 25 individual members? Yes  No

23. Is the applicant established and conducted for the benefit of its members? Yes  No

24. Is the applicant established or conducted as a commercial enterprise? Yes  No

25. Describe the purpose(s) for which the applicant is wholly or mainly established and conducted

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26. If the applicant is established or conducted wholly or mainly for the purpose of the provision of facilities for gaming, please specify the kinds of gaming:

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**SECTION F – General information about person completing this application form on behalf of applicant**

27. Name.....

28. Capacity.....

29. Address (including postcode):

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

**SECTION G – Contact details for correspondence associated with this application**

30. Please tick one box as appropriate:

Address in section E  Address in section F  Address below  :

Address (including postcode).....

.....  
.....

Telephone number.....

E-mail address (if the applicant is happy for correspondence in relation to this application to be sent via e-mail) :

.....

**SECTION H – Declaration**

31. Please complete the following declarations and checklist:

I *[full name]*.....

a. make this application on behalf of the applicant and have authority to act on behalf of the applicant.

b. confirm that I am aware of any relevant provision of a code of practice issued by the Gambling Commission under section 24 of the Gambling Act 2005 about the location and operation of a gaming machine.

c. confirm that I am aware that the permit to which this application relates will be subject to the relevant conditions specified in section 271 or 273 of the Gambling Act 2005.

d. confirm that I am aware that (unless this application is made under the fast-track procedure) the applicant must send a copy of this application and any accompanying documents to the Gambling Commission and the chief officer of police (or chief constable in Scotland) within a period of seven days beginning on the date this application is made.

e. Checklist *[tick as appropriate]*:

- Payment of the appropriate fee of £..... is enclosed.
- A copy of the existing club gaming permit or club machine permit is enclosed *[only applies to applications to renew a permit]*
- A copy of the registration certificate issued under Part 2 of the Gaming Act 1968 is enclosed *[only applies if the applicant wishes to apply as an existing Part 2 operator]*
- A copy of the registration certificate issued under Part 3 of the Gaming Act 1968 is enclosed *[only applies if the applicant wishes to apply as an existing Part 3 operator]*
- The applicant's club premises certificate issued under section 72 of the Licensing Act 2003 is enclosed *[only applies if the applicant has completed the declaration in section C]*

**f. 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.**

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 Gambling Act

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](https://www.west-norfolk.gov.uk/privacy) 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](https://www.west-norfolk.gov.uk/dataprotection) 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](https://ico.org.uk/), website: <https://ico.org.uk/>.

**Signature**.....

**Date**.....

**Capacity**.....

Notes:

1. Copies of this application and all supporting documents must be sent to the following within 7 days beginning on the date on which the application is made:-
  - a. **The Gambling Commission**  
**Victoria Square House**  
**Victoria Square**  
**Birmingham**  
**B2 4BP**
  - b. **The Licensing Officer**  
**4<sup>th</sup> Floor, Vantage House**  
**Fishers Lane**  
**Norwich**  
**Norfolk**  
**NR2 1ET**
2. Fees in respect of applications are as follows
  - a. New Application; £200
  - b. Application from Club Premises Certificate holder or existing operator; £100
3. The first Annual Fee (£50) shall become payable on the 30<sup>th</sup> September 2007 or 30 days after the issue date, if after the 1<sup>st</sup> September 2007.
4. Cheques should be made payable to the 'Borough Council of King's Lynn & West Norfolk' (BCKLWN).