

To:
 Environmental Health - Licensing
 Borough Council of King's Lynn & West Norfolk
 King's Court
 Chapel Street
 King's Lynn PE30 1EX
 Telephone: (01553) 616200

Borough Council of
**King's Lynn &
 West Norfolk**



Gambling Act 2005

**APPLICATION FOR 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)

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

Once completed, send your application to the following:-

- The Licensing Team, Environmental Health & Planning, 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?

Please indicate what you would like to do:		Yes / No
1.	a) Apply for a new unlicensed family entertainment centre gaming machine permit (if you choose this option then please complete sections B, D and E)	<input type="checkbox"/>
	b) 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 (if you choose this option then please complete sections C, D and E)	<input type="checkbox"/>

SECTION B – Application for grant

2.	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)	<input type="checkbox"/>
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SECTION C – Change of name

3.	What is the name of the permit holder on the existing permit?
4.	What is the reference (e.g. number) of the existing permit?

5.	What name change is requested by the permit holder?
6.	Why is this change of name being requested?

SECTION D – General Information

7.	Name of premises:
8.	Full Address of premises (including post-code):
9.	Telephone number of premises:
10.	Full Name of Applicant:
11.	Address of applicant
12.	Telephone number (daytime) of applicant
13.	E-mail address of Applicant: @
14.	Name, address, telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant:

SECTION E – Fee, Supporting Documents & Signature(s)

			Yes / No
15.	a)	<p>I enclose a sum of £ _____ *</p> <p>*The fee for a new application is £300. The fee for a change of name is £25. Cheques should be made payable to 'BCKLWN'.</p>	<input type="checkbox"/>
	b)	<p>I enclose a copy of the policies and procedures that are in place to protect children from harm.</p> <p><i>[Such policies/procedures will be considered on their merits; however, they may include appropriate measures on staff training on how to deal with suspected truancy, how to deal with unsupervised very young children being on the premises and children causing problems around the premises].</i></p>	<input type="checkbox"/>
	c)	<p>I enclose a plan scale 1:100 of the premises showing:</p> <ul style="list-style-type: none"> ▪ The boundary of the premises including any internal and external walls, entrances, exits, doorways and windows, and indicating the points of access available to the public. ▪ The location of any fixed or temporary structures. ▪ The location of any counters, booths, offices or other locations from which staff may monitor the activities of persons on the premises. ▪ The location of any public toilets within the boundary of the premises. ▪ The location of CCTV cameras. ▪ The location of any ATM or other cash/change machines. ▪ The proposed location of the Category 'D' machines. ▪ Details of non category 'D' machines (e.g. skill with prizes machines). 	<input type="checkbox"/>
	d)	<p>(Where the applicant is an individual) I enclose a 'basic' Criminal Records Bureau (CRB) disclosure dated no earlier than one calendar month on the day the application is received by the Licensing Authority.</p> <p><i>[Holders of operating licences issued by the Gambling Commission are exempt this requirement].</i></p>	<input type="checkbox"/>
	e)	<p>In addition, the Licensing Authority will require the following to be submitted:</p> <ul style="list-style-type: none"> ▪ Proof of the applicant's identity and age; ▪ Proof of the applicant's right to occupy the premises for which the permit is sought; ▪ An insurance certificate (or certified copy) confirming the availability of public liability insurance covering the proposed activity. 	

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 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, website: https://ico.org.uk/](https://ico.org.uk/).

Signed (by or on behalf of applicant):	
Print Name:	
Date:	

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.
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 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. Applicants should be aware that this Licensing Authority has adopted the following 'Statement of Principles' under Schedule 10 paragraph of the Gambling Act 2005. The paragraph numbers shown reflect the paragraph numbers in the Gambling Act 2005 Statement of Principles which was approved by Full Council on the 26th November 2009.
 - 29.6 The licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Such policies/procedures will be considered on their merits; however, they may include appropriate measures on staff training on how to deal with suspected truancy, how to deal with unsupervised very young children being on the premises and children causing problems around the premises.
 - 39.7 The licensing authority will also expect the applicants demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs, and that staff

are trained to have a full understanding of the maximum stakes and prizes.

39.8 The Licensing Authority will require the following to be submitted in addition to the application form and fee:

- (1) Proof of the applicant's identity and age;
- (2) Proof of the applicant's right to occupy the premises for which the permit is sought;
- (3) (Where the applicant is an individual) a 'basic' Criminal Records Bureau (CRB) disclosure dated no earlier than one calendar month on the day the application is received by the Licensing Authority. Holders of operating licences issued by the Gambling Commission are exempt this requirement.
- (4) An insurance certificate (or certified copy) confirming the availability of public liability insurance covering the proposed activity.
- (5) A plan scale 1:100 of the premises showing:
 - a. The boundary of the premises including any internal and external walls, entrances, exits, doorways and windows, and indicating the points of access available to the public.
 - b. The location of any fixed or temporary structures.
 - c. The location of any counters, booths, offices or other locations from which staff may monitor the activities of persons on the premises.
 - d. The location of any public toilets within the boundary of the premises.
 - e. The location of CCTV cameras.
 - f. The location of any ATM or other cash/change machines.
 - g. The proposed location of the Category 'D' machines.
 - h. Details of non category 'D' machines (e.g. skill with prizes machines).

5. 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.

6. These permits are not transferrable. 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)).