



Gambling Act 2005

Application for the conversion or new grant / change of name of a prize gaming permit

(FOR USE BY THOSE OCCUPYING / PROPOSING TO OCCUPY PREMISES WHERE FACILITIES FOR GAMING WITH PRIZES WILL BE MADE AVAILABLE)

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

Once completed, send your application to the following:-

- Legal Services & 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)	Apply to convert an existing Section 16 permit issued under the Lotteries and Amusements Act 1976, into a prize gaming permit <i>(if you choose this option then please complete sections B, D and E)</i>	<input type="checkbox"/>
(b)	Apply for a new prize gaming permit <i>(if you choose this option then please complete sections B, D and E)</i>	<input type="checkbox"/>
(c)	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 <i>(if you choose this option then please complete sections C, D and E)</i>	<input type="checkbox"/>

SECTION B – Application for grant (includes both new and conversion applications)

2. Do you have an existing Section 16 permit issued under the Lotteries and Amusements Act 1976?

<input type="checkbox"/> Yes*	<input type="checkbox"/> No
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3. If 2 is 'yes', the permit should be enclosed. Existing Section 16 permit enclosed?

<input type="checkbox"/> Yes*	<input type="checkbox"/> No
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[Please keep a copy of your existing permit on the premises to which it relates.]*

4. 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?

<input type="checkbox"/> Yes*	<input type="checkbox"/> No
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5. If 4 is 'yes', please provide details (e.g. premises licence reference number).

6. Are you aware of any club gaming permit, issued under the Gambling Act 2005, which exists in relation to the premises to which this application relates?

<input type="checkbox"/> Yes*	<input type="checkbox"/> No
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7. If 6 is 'yes', If 'yes' please provide details (e.g. premises licence reference number)

Section C – Change of Name

8. Name of the permit holder on the existing permit?

9. What is the reference (e.g. number) of the existing permit?

10. What name change is requested by the permit holder?

11. Why is this change of name being requested? (see guidance note 10)

Section D – General Information

12. Name of Premises:

13. Address (including postcode) of premises:

Post town:

Postcode:

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14. Telephone number of premises:

15. Name of applicant:

16. Address of applicant:

Post town:	Postcode:

17. Daytime telephone number of applicant:

18. Email address of applicant:

19. 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):	

20. Please specify the nature of the gaming for which the permit is sought (*see guidance note 11*)

Section E – Fee and Signature(s)

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

I confirm that I occupy / propose to occupy the premises to which this application relates.

I confirm that I am 18 years of age or older.

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* Premises Licence holder(s):	
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 prize gaming permit under the Gambling Act 2005 Part 13 and Schedule 14. This form can be used for both new applications and for applications to convert an existing Section 16 permit under the Lotteries and Amusements Act 1976 in accordance with the Gambling Act 2005 Statutory Instrument 2006 / 3272.
2. This permit application is for prize gaming as defined in Section 288 Gambling Act 2005 as follows: "Gaming is prize gaming for the purposes of this Act if neither the nature nor the size of a prize played for is determined by reference to -
 - a) the number of persons playing; or
 - b) the amount paid for or raised by the gaming."
3. A number of statutory conditions apply to prize gaming permits under Section 293 Gambling Act 2005 as follows:
 - a) The first condition is compliance with such limits as may be prescribed in respect of participation fees (and those limits may, in particular, relate to players, games or a combination; and different limits may be prescribed in respect of different classes or descriptions of fee).
 - b) The second condition is that -
 - all the chances to participate in a particular game must be acquired or allocated on one day and in the place where the game is played,
 - the game must be played entirely on that day, and
 - the result of the game must be made public- (i) in the place where the game is played, and (ii) as soon as is reasonably practicable after the game ends, and in any event on the day on which it is played.
 - c) The third condition is that a prize for which a game is played, or the aggregate of the prizes for which a game is played- (i) where all the prizes are money, must not exceed the prescribed amount, and (ii) in any other case, must not exceed the prescribed value.

- d) The fourth condition is that participation in the game by a person does not entitle him or another person to participate in any other gambling (whether or not he or the other person would also have to pay in order to participate in the other gambling).
4. The 'prescribed' participation fee and the 'amount' or 'value' of prizes are set-out in regulations SI 2007 / 1777 available via <http://www.opsi.gov.uk>. The current regulations are:
- a) Participation fee - the maximum participation fee for a chance to win a prize in a single game is 50p (even if paying for that chance offers the opportunity of more than one prize). The aggregate amount of participation fees in a particular game cannot exceed £500.
- b) Amount and value - a money prize cannot exceed £35 (except in an Adult Gaming Centre where the limit is £50), and the aggregate amount or value of prizes in a game cannot exceed £500.
5. The permit's duration is 10 years. A renewal application must be made 2-6 months before the expiry date of the permit (Schedule 14 paragraph 18 Gambling Act 2005).
6. The fee for a new application for grant is £300. The fee for the conversion of an existing Section 16 Lotteries and Amusements Act 1976 permit is £100. The fee for a change of name is £25.
7. Applicants should be aware that this Licensing Authority has published a 'Statement of Principles' under Schedule 14 paragraph 8 (3) of the Gambling Act 2005 relating to prize gaming permits. The Statement is available via this authority's website or via a request made to the contact details provided at the top of this form.
8. 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.
9. If an application has been made to convert an existing Section 16 Lotteries and Amusements Act 1976 permit before 31st July 2007, then the applicant can assume that, even where a decision has not been formally made by this licensing authority, his/her application is to be treated as granted from September 2007. Following this, a permit must be provided by this authority as soon as reasonably practicable.
10. These permits cannot be transferred. Change of name is only permitted where the permit holder changes his / her name or wishes to be known by another name (Schedule 14 paragraph 12(2)).
11. A Prize Gaming Permit authorises 'prize gaming' as defined at Section 288 Gambling Act 2005 which states:
- 'Gaming is prize gaming for the purposes of this Act if neither the nature nor the size of a prize played for is determined by reference to-*
- a) *the number of persons playing, or*
- b) *the amount paid for or raised by the gaming'*