



Gambling Act 2005

Temporary Use Notice

(for premises other than vessels)

Once completed, send your Notice to the following:-

- **The Licensing Team**, Legal Services & Licensing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.
- **The Gambling Commission**, Victoria Square House, Victoria Square, Birmingham, B2 4BP
- **Police Licensing Officer**, Bethel Street Police Station, Bethel Street, Norwich, Norfolk, NR2 1NN
- **Her Majesty's Revenues & Customs**, National Registration Unit, Portcullis House, 21 India House, Glasgow, G2 4PZ

SECTION A – Notice

Notice is hereby given under Part 9 of the Gambling Act 2005 that:

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[Give the full name of the applicant as set out in Part 2 of the application for a premises licence]

intends to use the following premises:

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Postcode:

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[Identify the premises giving an address and postcode]

for carrying on the following activities:

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[Indicate the type of gaming which will take place under the notice]

during the following period:

Start date:	End date:
-- / -- / ---- (dd/mm/yyyy)	-- / -- / ---- (dd/mm/yyyy)

SECTION B – Additional Information

1. Please describe the nature of the premises to which the notice relates:

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[Where the activities to be authorised by the notice are to take place only in a part of the premises, include a description of the nature of the part of the premises in which the activities are taking]

2. Please describe the nature of the event which is to take place (including the number of persons who are expected to participate in the event):

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3. Please give for each day of the period of the notice the times when activities are to begin and end.

Date (dd/mm/yyyy)	Start (hh:mm)	Finish (hh:mm)

[Use additional sheets if necessary. These should be headed "Additional information about times when premises are to be used under the notice", and attached to the notice.]

4. Please give the name of a person who is responsible for the conduct of the event to which the notice relates, and who will be available to be contacted during the course of the event:

Surname:	Other Name(s):
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5. Please specify that person's role or title in connection with the event:

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6. Please give a telephone number at which that person can be contacted when the event is taking place:

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7. Have any activities taken place, or will any activities take place, on the premises under any other temporary use notice during the period of 12 months ending on the last day of the period specified in this notice?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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8. Where the answer to question 7 is "yes", give the dates on which such activities have taken or will take place:

Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)	Number of days

[Use additional sheets if necessary. These should be headed "Additional information on previous notice periods", and attached to the notice.]

This notice is given on:

-- / -- / -- (dd/mm/yyyy)

[Specify the date on which the notice is given. This is the date on which it is sent or delivered to the licensing authority.]

SECTION C – Declarations and Checklist

I confirm that, to the best of my knowledge, the information contained in this notice is true. I understand that it is an offence under section 342 of the Gambling Act 2005 without reasonable excuse to give information which is false or misleading in, or in relation to, this notice.

<u>Checklist:</u>	
The date on which this notice is given is more than 3 months before the date on which the activities to which this notice relates are due to start	<input type="checkbox"/>
Payment of the appropriate fee has been made/is enclosed	<input type="checkbox"/>
I understand that premises cannot be used under temporary use notices for more than 21 days in any 12 month period. I confirm that the notice will not lead to this limit being exceeded	<input type="checkbox"/>
I understand that each of the following persons and organisations must be given a copy:	
<ul style="list-style-type: none"> The Gambling Commission 	<input type="checkbox"/>
<ul style="list-style-type: none"> The chief officer of police, or in Scotland the chief constable of the police, for any area in which the premises are wholly or partly situated, and 	<input type="checkbox"/>
<ul style="list-style-type: none"> The Commissioners for Her Majesty's Revenue and Customs 	<input type="checkbox"/>

SECTION D – Signature

Signature of the person giving the temporary use notice, or signature of the solicitor or other duly authorised agent acting on behalf of the person or organisation giving the notice. If you are signing on behalf of the person or organisation giving the notice, please state in what capacity:

Signature:		Print Name:	
Capacity:		Date:	

[Where the notice is given in an electronic form, the signature should be generated electronically and should be a copy of the person's written signature.]

SECTION E – Contact Details

The following person can be contacted about this temporary use notice:

Full Name:	
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Telephone:	
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The postal and/ or e-mail address for any correspondence associated with the notice is:

Email:	
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Address:			
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Post town:		Postcode:	
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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/).

SECTION F – Endorsement of Notice by Licensing Authority *(For Licensing Authority use only)*

Endorsed by:

Borough Council of King's Lynn & West Norfolk
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Signed on behalf of the licensing authority:

Signature:		Print Name:	
Capacity:		Date:	